

Board Meeting--December 9, 2009: 6:00-7:30

Composition of the Board of Directors

Position	Nominee	Initials	Date of Entrance
President	Ms. Katherine Dueholm	KD	August 27 th 2008
Vice President	Mr. Paul Echaniz	PE	April 6 th 2009
Secretary	Mr. Fred Armand	FA	March 5 th 2008
Treasurer	Mr. Celsius Lodder	CL	March 15 th 2006
Board Member	Ms. Annika Markovic	AM	August 27 th 2008
Board Member	Mr. Christopher Veenstra	CV	April 6 th 2009
Board Member	Ms. Glória Portella	GP	November 7 th 2007
Board Member	Mr. Neil Storey	NS	March 15 th 2006
Board Member	Mr. Ottmar Müller	OM	August 15 th 2007
Headmaster	Mr. Craig Johnson	CJ	July 2006

Joined this session: none

Resigned this session: none

Attendance

Present:

Signature

Katherine Dueholm, President

Paul Echaniz, Vice President

Fred Armand, Secretary

Celsius Lodder, Treasurer

Annika Markovic

Chris Veenstra

Glória Portella

Neil Storey

Absent:

Ottmar Müller

Call to order 6:08pm

1. *Approval of Minutes*

- CL moved to approve
- AM seconded
- **Minutes from last Board meeting--October 20, 2009--approved**

2. *President's Report (5 minutes)*

- Kudos for the work done at the Retreat and Strategic Plan
- Making good progress with all initiatives currently on the table

3. *HOS Report. (15 minutes)*

ECP/UE Testing

- PALS results in ECP show the longer we have students in our program, the higher up their scores go
- There are currently 8-10 of 14 American Schools in Brazil using MAP
- Will plan a parent info session and invite board to join 2nd semester

Recruiting/Personnel:

- Barry Dequanne did AdvancED training – important for EAB for upcoming accreditation visit in 2011
- Did not hire anyone at AASSA Job Fair; will attend UNI fair in February to complete all hiring needs – only 5 openings.
- Guidance/College Counselor:
 - IB coordinator—Priscila Torres
 - College Counselor – Emily Dobson
 - Will hire a guidance counselor to fill needs of students

Finance:

- Enrollment for next semester
 - 520 for start of 2010

4. *Old Business: (5 minutes)*

- Assessment of IB Program--Covered in #8 below
- Annual Audits--Covered in Audit Committee Report
- Board Self-Evaluation
 - Will prepare report for February meeting to be discussed at March retreat

5. *Committee Reports:*

- Finance:
 - Working to reduce operational costs through careful analysis of status quo
 - Budgetary work beginning in December to meet in February to finalize 10-11 budget
 - Looking into the integration of bank & school website coming
 - Cautionary spending in December due to 13th salary, delayed parent payments, etc
 - Budgetary execution handout
 - * Educational programs/materials a bit above others; due to timing of when purchases are made
 - * Taxes are low because most are paid at the end of the year

- * Associate benefits higher due to 2nd semester trips
 - * Technology lower due to purchases made 2nd semester
 - o CL moved a motion to nominate Craig Johnson, Darcy Sullivan, and Derrick des Vignes to negotiate and sell the apartment located at SQS 203 Bloco J Apt. 314 owned by the Association for the American School of Brasilia. Although, the three are nominated only two signatures are required for the sale.
 - * FA seconded
 - * **Motion approved by unanimous decision**
- Legal:
 - o MEC made a surprise accreditation visit to EAB and we passed with flying colors,
 - o Principals are working on handbooks to make sure they are in line with *regimento*
 - o GP will be working at EAB some mornings during 2nd semester to verify the legality of organizational charts, business manual, and standard operating procedures
 - o In February legal committee and Business Office will make a formal presentation
 - o KD thanked GP and CL for their work done with the legal committee
- Nominations:
 - o Working on two nominations for two Board vacancies, but no candidates to offer at this time
 - o Board would like to expand associate members to more diversely represent the school. To date there are only 5 countries represented as associates.
 - o Rough draft of EAB pamphlet included in board report to further promote EAB in diplomatic community
 - o Value proposition for parents very different than value proposition for embassies, NGOs, etc
- Policy:
 - o Strategic planning ongoing
 - o CJ will have all policy documents sent to CV for his study over the break
- Audit:
 - o Three proposals for audits
 - * Internal controls, procedures, organization of business etc
 - * Two proposals are similar and adequate, but one is much more affordable
 - * Audit work during part of the holiday vacation
 - * AM moved a motion to accept the second proposal (from a BSB firm) to conduct audit from 08-09 and 09-10 school years
 - FS, GP seconded
 - **Motion approved by unanimous decision**
- Strategic Plan:
 - o KD formally thanked everyone for their participation in the Strategic Plan Retreat
 - o 6th goal added for Managerial Excellence
 - o Will be polished and sent to Board for comment and further polishing

- Will be addressed in final detail at the February meeting
- Presentation of final Strategic Plan to general community in March
- CJ will attend training on Strategic Planning and implementation of Strategic Plans in February and will return to train the leadership team and Barry

6. *Mission Statement Discussion (10 minutes)*

- Updated draft of mission statement shared and discussion for improvements opened
- Most recent draft reads:

The American School of Brasilia provides a U.S. and Brazilian accredited pre-K through 12th grade program and IB diploma to children of the International and Brazilian communities in a culturally diverse environment. Our English-language, [American-Style] school stimulates students while simultaneously developing and supporting the whole child in achieving his or her own individual potential; cultivating responsible and contributing citizens, leaders, and environmental stewards with a strong foundation of academic excellence in a rapidly changing and technologically-sophisticated world.
- Note made to ensure mission statement is not gender-specific
- PE moved to approve spirit, anchor points and focus of mission statement
 - NS seconded
 - **Motion approved by the majority**

7. *IB update (10 minutes)*

- Survey being taken by teachers, students and parents and will be presented in February. This survey will be used as a benchmark for each subsequent year of our IB program.
- AM complimented EAB on implementation of IB students and teachers for their success

8. *Executive Session (10 minutes)*

9. *Meeting adjourned 7:27p.m.*

Amendments:

1. Executed Budget
2. 3-Year Graphed Study on: Revenue vs. Expense
3. Enrollment and Withdrawals for January 2010
4. Working Mission Statement Document
5. Preliminary Student Responses to IB Assessment

Ms. Katherine Dueholm
Board President

Mr. Fred Armand
Board Secretary