



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

American School of Brasilia

Board Meeting – April 27., 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) - p



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

João Victor Mokdissi- p

Katherine Valdez - p

Laura Hohmann - p

Márcia Farias- p

Patrick Massenbourg- p

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 16:04

- AW welcomed the Board of Directors.

1. Consent Agenda

- Governance Committee: LH spoke about the transition from the Governance website to an EAB Google Drive shared with the Board members and some key people.
- The change will facilitate agendas and minutes, archiving and eliminate personal drives as homes for documents;
- All Board members should have a gmail account (either personal or EAB) to access the Drive and also Executive Session minutes.

- The Board of Directors approved the minutes from March meeting
 - MQ moved
 - MG seconded
 - All in favor

2. Interim Head of School Presentation

- LT presented her monthly report to the Board of Directors. The report mentioned the following topics:
- Current Enrollment;
- Staffing;
- Accreditation;
 - The Board will need to take responsibility for preparing Domain B



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

(Governance, Ownership and Leadership)

- There are 6 standards in this domain
 - B1--The respective roles and responsibilities of governance and/or ownership and leadership are suitably defined in writing, respected in practice, and aligned with the CIS Code of Ethics to enable the sustainable development of the school (CORE)
 - B2--The head of school is empowered to be the educational leader and, in partnership with the governors/ owners, has clearly defined responsibility and accountability for student learning, well-being, global citizenship and the culture of the school as a whole (CORE)
 - B3--The governors and leaders ensure there is educational and financial (strategic and operational) planning to support the school's viability and implementation of the guiding statements, and that these plans are appropriately communicated to the school community (CORE)
 - B4--Governance is constituted to enable the school to have a clear and appropriate sense of purpose, direction and continuity.
 - B5--The Leadership of the school has the intercultural competencies, perspectives, and appreciation needed for the school's unique cultural context.
 - B6--There are clearly formulated written policies and practices that are implemented consistently and bring clarity to school operations.
- Covid;
 - Communication;
 - Child Protection / Safe-guarding procedures at EAB - EAB counselors team presented EAB's child protection policies and procedures to the Board. The presentation approached the following topics:
 - Guiding Principles
 - Policy Statement
 - Definitions and Indicators of Abuse
 - Procedure for Abuse Reporting
 - Guidelines for Responding to Disclosure
 - Reporting Guidelines
 - Screening
 - Code of Conduct
 - Education and Training for: Students, Parents, Staff
 - Child Wellness and Safety Team
 - The topic Student Wellness & Safety can be found in our school's website;
 - The department also uses the PASS Survey to proactively identify and address social and emotional barriers to learning;
 - They presented their strengths and future improvements to be implemented;

3. Proposal for the Budget for next SY 2021/2022

- KV from the Finance Committee presented the Budget Recommendation and Tuition for the next SY 2021/2022;
- KV presented three different scenarios for tuition next SY
- The committee recommends scenario one:



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

- The Committee urges all Board members to recognize the economic situation Brazil is in and the impact on our school's budget. EAB has moved away from a "saving" mindset to a "spending" mindset, beyond the International Fee. This means EAB is not adding to the Reserves for the Master Plan. While foreign hire teachers are a crucial feature of the school, the current staffing pattern (with 54 foreign hire slots, second in Brazil only to Graded) might not be fiscally responsible. Board needs to understand the true costs of severance. The Board will need to engage with the new HoS early about restructuring Personnel.
- KV - I make a motion to approve three recommendations. 1) No tuition increase. 2) Continue COLA ceiling of 5.6 with an understanding that this might shift. 3) SY 2021/2022 Expenses in budget to be presented will not exceed R\$60.4M, including COLA/Bonus.
 - KV moved the action
 - PC seconded
 - All in favor

4. Extraordinary Board Meeting Request

- The Board of Directors decided to have an Extraordinary Board meeting on May 11, 2021 and go back to the 3 weeks cycle of Extraordinary meetings related to COVID pandemic.

The Board meeting finished at 5 pm . There was no Executive Session

Board President
Annette Windmeiser

Board Secretary
Anna More