



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

American School of Brasilia

Board Meeting – November 16, 2016: 16:00 - 18:00

Composition of the Board of Directors

Position	Nominee	Initials	Date of Entrance
Secretary	Ms. Adelle Gillen	AG	November 17, 2015
Board Member	Ms. Anna Lisa McBride	AM	August 8, 2016
Board Member	Ms. Anne Posthuma	AP	February 24, 2015
President	Mr. Caio Prado	CP	June 15, 2012
Board Member	Ms. Chris Chamberlin	CC	August 8, 2016
Board Member	Mr. Henrik Sjoberg	HS	August 8, 2016
Treasurer	Ms. Holly Kirking	HK	November 17, 2015
Board Member	Ms. Janice Mills	JM	November 17, 2015
Board Member	Mr. João Victor Mokdissi	JV	August 8, 2016
Board Member	Ms. Marcia Farias	MF	August 8, 2016
Vice-President	Mr. Robert Frazier	RF	November 17, 2015
Head of School	Mr. Barry Dequanne (Ex-Officio)	BD	July 1, 2010

ATTENDANCE

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

Adelle Gillen (Secretary)

Anna Lisa McBride

Anne Posthuma

Caio Prado (President)

Chris Chamberlin

Henrik Sjoberg

Holy Kirking (Treasurer)

Janice Mills

João Victor Mokdissi

Marcia Farias

Robert Frazier (Vice-President)

Barry Dequanne (Head of School)



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MEETING MINUTES

- Members Joining the Board: None
- Members Leaving the Board: None

Call to Order at 16:00

1. Consent Agenda

- The following consent agenda was approved by the Board of Directors:
 - October 2016 Board Meeting Minutes
 - October Board Meeting Self-Evaluation Summary
 - 4 = Strongly Agree; 3 = Agree; 2 = Disagree; 1 = Strongly Disagree
 - a. All board members arrive on time: 3.1
 - b. It was evident that all board members were prepared for the meeting, including reading the board materials in advance: 3.5
 - c. The discussion was focused and stayed on each topic at hand: 3.7
 - d. The different topics were not over-discussed: 3.8
 - e. Board members worked to seek consensus: 3.9
 - f. The board chair expedited the meeting, appropriately cutting off or re-focusing discussion as needed: 3.4
 - g. As a board member, I have had the opportunity to be heard on issues discussed at this meeting: 4.0
 - h. The agenda was:
 - i. Too ambitious - 0
 - ii. Just right – 9
 - iii. Poorly planned - 0
 - iv. A waste of the board's time – 0

2. Head of School Transition

- Board reviewed and confirmed Head of School Transition Process
- Transition Committee:
 - Board Members: João Victor Mokdissi, Caio Antônio Ribas Prado, Anna Lisa McBride, Adelle Gillen, Janice Mills
 - Leadership Team: Liz Sullivan, David Bair, Toni Boush
 - Teachers: Bianca Nunes, Matthew Hajdun, Preston Braun, Rebecca Andrade
 - Parents: Beatriz Guimarães
 - Students: Yasmin Abbas, Kellita Freitas



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3. Accreditation Process

- Review of October 5-year accreditation process
- EAB's external review was completed and accreditation renewed for five years
- EAB's accreditation scores were well above the AdvancED Network Average in every measurement

4. Finance Committee Report

- The Board of Directors reviewed the October 2016 financial report
 - The October Finance Committee meeting minutes were reviewed
 - All financial report data is within or better than year-to-date budget parameters and is on track to be within or better the end-of-year budget expectations

5. Governance Committee Report

- Board of Directors Governance Retreat
 - Reviewed retreat with Rick Detwiler and goals for retreat
- Board of Directors and Head of School Evaluation
 - Review of evaluations deferred to December meeting

6. Access Control System

- Board reviewed and confirmed the installation and implementation of an Access Control System to improve safety and security

7. Development Committee Report

- The Committee shared an update from the most recent meeting
 - Committee complimented for new Envision logo

8. Audit Committee

- Committee confirmed and reviewing audit firms, to be confirmed at December meeting

9. Governance Committee: Goals Update

- The Board's goals for 2016-2017 were confirmed and further articulated
 - Transition - Ensure a smooth and seamless transition between our outgoing and incoming heads of school. Celebrate the accomplishments of our beloved outgoing HOS and welcome our incoming HOS to EAB's community. Provide incoming HOS with the resources and support he needs to begin a positive, meaningful tenure at EAB. Embrace the benefits of transition on our Board, but mitigate its negative effects through planning and training. Extend the tenure of our international staff to minimize turnover and retain the best personnel for EAB.
 - Facilities - Continue progress toward our long-term facilities goals, ensuring that the Master Plan continues to move forward with necessary preliminary steps (such as licenses). Ensure that existing facilities adequately serve EAB's community of learners and make adjustments as needed prior to the



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implementation of the Master Plan, such as a remodel of the Early Childhood area upgrade.

- Development - Envision EAB is community-building program that aims to create a culture of giving throughout EAB in order to support bold and visionary medium- and long-term school improvements and innovations. Our fundraising efforts will be focused in three areas: Innovation, Scholarship, and Facilities. In 2016-2017, we will double our number of alumni contacts and double parent participation in giving through implementation of our Development Committee Strategic Plan. During the year, our Development Committee will also propose a three-year strategic plan for the period of 2017-2020.

10. Board Meeting Self Evaluation

- The Board conducted a self-evaluation of the meeting.

11. Executive Session

Board President
Caio Prado

Board Secretary
Adelle Gillien