



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

## American School of Brasilia

### Board Meeting – May 16, 2017: 16:00 - 18:00

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#### 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

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#### ATTENDANCE

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

Adelle Gillen (Secretary)

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Anna Lisa McBride

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Anne Posthuma

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Caio Prado (President)

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Chris Chamberlin

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Henrik Sjoberg

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Holy Kirking (Treasurer)

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Janice Mills

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João Victor Mokdissi

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Marcia Farias

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Robert Frazier (Vice-President)

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Barry Dequanne (Head of School)

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## **MEETING MINUTES**

- Members Joining the Board: None
- Members Leaving the Board: None
- Allan Bredy, incoming HOS, attended this meeting

### **Call to Order at 16:00**

#### **1. Consent Agenda**

- The following consent agenda was approved by the Board of Directors:
  - April 2017 Board Meeting Minutes
  - April Board Meeting Self-Evaluation Summary
    - 4 = Strongly Agree; 3 = Agree; 2 = Disagree; 1 = Strongly Disagree
      - a. All board members arrive on time: 3.3
      - b. It was evident that all board members were prepared for the meeting, including reading the board materials in advance: 3.7
      - c. The discussion was focused and stayed on each topic at hand: 3.5
      - d. The different topics were not over-discussed: 3.4
      - e. Board members worked to seek consensus: 3.8
      - f. The board chair expedited the meeting, appropriately cutting off or re-focusing discussion as needed: 3.6
      - 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 - 2
        - ii. Just right – 5
        - iii. Poorly planned - 0
        - iv. A waste of the board's time – 0

#### **2. Canteen Update**

- The Board authorized EAB's lawyer to continue discussions

#### **3. Finance Committee Update**

- The Board voted to approve finance committee's recommendations on 2017/18 tuition increase, changing admissions application fee, and dedicating revenue from international fee to the contingency fund
- The Board voted to moving any amount greater than 9 months of operating funds from the contingency fund to capital fund



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#### **4. Governance Committee Update**

- Reviewed Board's self-evaluation and HOS evaluation. Results were positive and consistent with previous evaluations. Governance committee will review and update evaluations for 2017/18 school year.
- Proposed Board leadership slate:
  - President: Caio Prado
  - Vice President: Anna Lisa McBride
  - Treasurer: Joao Victor Mokdissi
  - Secretary: Adelle Gillen
  - Audit Committee: Janice Mills, Anne Posthuma and Marcia Farias
  - Finance Committee: Joao Victor Mokdissi
  - Governance Committee: Adelle Gillen
  - Facilities Committee: Joao Victor Mokdissi
  - Envision EAB: Anna Lisa McBride
  - Head of School Transition (HOST) Committee: Henrik Sjoberg

#### **5. Envision EAB**

- The first Alumni Day Was a success. The second iteration to be held in June 2018.

#### **6. Facilities Committee Update**

- Committee is still waiting on approval from GDF, which is expected mid-May.

#### **7. Dashboard Update**

- The dashboard will initially focus on MAP and IB data, with additional information to be built into it gradually. It should be ready soon

#### **8. Executive session**

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Board President  
Caio Prado

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Board Secretary  
Adelle Gillien