



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

American School of Brasilia

Board Meeting – December 13, 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)



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:
 - November 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: 1.0
 - b. It was evident that all board members were prepared for the meeting, including reading the board materials in advance: 3.3
 - c. The discussion was focused and stayed on each topic at hand: 3.3
 - d. The different topics were not over-discussed: 2.6
 - e. Board members worked to seek consensus: 3.0
 - f. The board chair expedited the meeting, appropriately cutting off or re-focusing discussion as needed: 3.2
 - g. As a board member, I have had the opportunity to be heard on issues discussed at this meeting: 3.5
 - h. The agenda was:
 - i. Too ambitious - 2
 - ii. Just right – 6
 - iii. Poorly planned - 0
 - iv. A waste of the board's time – 0

2. Finance Committee Report

- The Board of Directors reviewed the November 2016 financial report
 - The November 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
- Liability Table
 - Liability table updated



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

3. Access Control System

- Board reviewed and re-confirmed the installation and implementation of an Access Control System to improve safety and security. The implementation process will begin in January 2017.
- Board also approved process to implement integrated security camera and public announcement/alarm systems, with final cost and implementation details to be presented at next Board meeting

4. Audit Committee

- Audit Committee confirmed that Audilink will conduct EAB's 2016 audit.

5. Facilities Update

- Upper School classroom renovations reviewed and confirmed, to be completed during the December 2016/January 2017 break
- Re-wiring project, started in June 2016, to be completed during the December 2016/January 2017 break (canteen and gym areas). Wiring is old and needs to be replaced for long-term safety reasons

6. Head of School Transition

- Board reviewed and confirmed Head of School Transition Process
- November transition visit meet and exceeded Committee's goals
- 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



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

7. Evaluations

- Review of Board and Head of School evaluations deferred to the next Board meeting.

8. Board Meeting Self Evaluation

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

9. Executive Session

Board President

Caio Prado

Board Secretary

Adelle Gillien