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## **American School of Brasilia**

### **Board Meeting – March 3, 2020: 16:00 - 18:00**

#### **Composition of the Board of Directors**

<b>Position</b>	<b>Nominee</b>	<b>Initials</b>	<b>Date of Entrance</b>
<b>President</b>	<b>Ms. Annette Windmeisser</b>	<b>AW</b>	<b>June 5, 2018</b>
<b>Vice President</b>	<b>Mr. Mark Pannell</b>	<b>MP</b>	<b>July 1, 2019</b>
<b>Secretary</b>	<b>Ms. Márcia Farias</b>	<b>MF</b>	<b>August 8, 2016</b>
<b>Treasurer</b>	<b>Ms. Julia Staunig</b>	<b>JS</b>	<b>February 19, 2019</b>
<b>Board Member</b>	<b>Ms. Anna More</b>	<b>AM</b>	<b>May 22, 2018</b>
<b>Board Member</b>	<b>Ms. Anne Posthuma</b>	<b>AP</b>	<b>February 24, 2015</b>
<b>Board Member</b>	<b>Mr. Caio Prado</b>	<b>CP</b>	<b>June 15, 2012</b>
<b>Board Member</b>	<b>Mr. João Victor Mokdissi</b>	<b>JV</b>	<b>August 8, 2016</b>
<b>Board Member</b>	<b>Mr. John Njenga</b>	<b>JN</b>	<b>July 1, 2019</b>
<b>Board Member</b>	<b>Ms. Megan Gernes</b>	<b>MG</b>	<b>July 1, 2019</b>
<b>Board Member</b>	<b>Ms. Rebecca Clark</b>	<b>RC</b>	<b>July 1, 2019</b>
<b>Board Member</b>	<b>Mr. Kirn Braich (Ambassador's Representative/Non voting member)</b>	<b>KB</b>	<b>July 1, 2019</b>
<b>Head of School</b>	<b>Mr. Allan Bredy (Ex-Officio)</b>	<b>AB</b>	<b>July 1, 2017</b>

ATTENDANCE

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

Annette Windmeisser (President) - p

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Mark Pannell (Vice President) - p

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Márcia Farias (Secretary) - p \_\_\_\_\_

Julia Staunig (Treasurer) - p \_\_\_\_\_

Anna More - p \_\_\_\_\_

Anne Posthuma - p \_\_\_\_\_

Caio Prado - p \_\_\_\_\_

João Victor Mokdissi - a \_\_\_\_\_

John Njenga - a \_\_\_\_\_

Megan Gernes- \_\_\_\_\_

Rebecca Clark - p \_\_\_\_\_

Kirn Braich - p \_\_\_\_\_

- P - present
- A - Absent

## MEETING MINUTES

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

### Call to Order at 16:13

#### 1. Consent Agenda

- February Board Meeting Minutes
- February Board Meeting Self-Evaluation Summary

4 = Strongly Agree; 3 = Agree; 2 = Disagree; 1 = Strongly Disagree

- All board members arrive on time: 4
- It was evident that all board members were prepared for the meeting, including reading the board materials in advance: 3.4
- The discussion was focused and stayed on each topic at hand: 3.7
- The different topics were not over-discussed: 3.7
- Board members worked to seek consensus: 4
- The board chair expedited the meeting, appropriately cutting off or re-focusing discussion as needed: 4
- As a board member, I have had the opportunity to be heard on issues discussed at this meeting: 3.7
- The agenda was:
  - a. Too ambitious -



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- b. Just right – 9
- c. Poorly planned -
- d. A waste of the board's time -

## **2. Budget 2020/2021 DRAFT presentation**

- EAB's business manager, Liz Sullivan, presented the first draft for next school year's budget. The discussion was on how to fund the budget for 2020/2021. The final budget will be presented in the next Board meeting for approval.

## **3. Strategic Plan Information**

- EAB's Teaching and Learning Director, Lesley Tait, updated the information about the Strategic Plan. She referred to EAB's Core Values and what professionals EAB wants to hire. There are 15 new teachers coming for the next school year.
- Lesley also spoke about the new teacher evaluation system. A newly revised rigorous teacher evaluation system is being implemented at EAB.

## **4. Update on the Strategic Communications Plan**

- EAB's Advancement Director, Rafael Moura, presented the final draft for the Strategic Communication Plan RFP. The Board agreed that the next steps will be taken by the Leadership Team.

## **5. CoronaVirus Precaution Strategy**

- The Leadership Team created a protocol - EAB Infectious Disease Protocol with different scenarios for the Corona Virus issue for each risk level.

### **5.1. EAB Digital Tools for Virtual Learning**

- EAB's Technology Director, Brian Sullivan, presented a strategy for a Distance Learning Plan in case the school needs to be closed. EAB is fully prepared to start the program if necessary.
- KB suggested to keep checking the Center for Diseases Control for guidance.



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The Board Meeting ended at 17:30 and the board members went into executive session.

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Board President  
Annette Windmeiser

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Board Secretary  
Marcia Farias