

**American School of Brasilia**

**Board Meeting—August 15, 2012: 18:00-20:00**

**Composition of the Board of Directors**

<b>Position</b>	<b>Nominee</b>	<b>Initials</b>	<b>Date of Entrance</b>
President	Mr. Michael Ellis	ME	May 12 <sup>th</sup> 2010
Vice President	Mr. David Millward	DM	November 3 <sup>rd</sup> , 2011
Secretary	Mr. Mark Prescott	MP	December 8 <sup>th</sup> 2010
Treasurer	Mr. Pedro Oliveira	PO	August 17 <sup>th</sup> 2011
Board Member	Ms. Marianne Alker	MA	May 12 <sup>th</sup> 2010
Board Member	Mr. Paul Kennedy	PK	March 16 <sup>th</sup> 2011
Board Member	Mr. Caio Prado	CP	June 15 <sup>th</sup> , 2012
Board Member	Mr. Mitch Romero	MR	May 23 <sup>rd</sup> , 2012
Head of School	Mr. Barry Dequanne	BD	July 1 <sup>st</sup> , 2010

**Joined this session:** no one

**Attendance**

Present:

Signature

Michael Ellis, President

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David Millward, Vice President

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Pedro Oliveira, Treasurer

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Mitch Romero

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Caio Prado

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Board Member Resigning: None

Board Members Absent: Paul Kennedy, Mark Prescott, Marianne Alker

**Call to order at 18:00**

## **1. Minutes of last meeting**

- Minutes approved by all

## **2. Introductions to Year Ahead**

- Head of School Report
  - BD highlighted the strong start to school year
  - Review of admission process and highlight of high demand and establishment of waiting lists in Lower School
  - Introduction of new Director of Teaching and Learning, Sue Easton
- Board President
  - ME welcomed new Board member, Caio Prado, to the board.
  - Highlighted focus areas for coming school year:
    - Facilities visioning process and establishment of master plan
    - Continuous improvement for the Board and school
    - Ongoing review of EAB's mission and vision statements

## **3. Head of School Goals**

- BD shared school-wide goals in relation to EAB's new leadership structure
  - Review of Leadership Team members: Head of School, Director of Teaching and Learning, Upper and Lower School Principals, Brazilian Director, Admissions Director, Information Technology Director
  - Coordinators support work of principals
  - Learning Leaders work as curriculum leaders and Advisory Councils work as groups to offer recommendations; Councils include School Improvement Team, Assessment Council, Technology Council
  - BD recommended future considerations for position of Development Officer
- School Improvement Process
  - BD shared new structure for school improvement process, which addresses accreditation recommendation
  - New support structures to support school improvement process include Assessment Council and Curriculum Review Cycle
- EAB Goals Structure
  - BD highlighted how EAB's goals structure flows from the School Improvement Process
  - Establishing curriculum review structure (4 or 5 year cycle) to review and revise vertical articulation, assessments, resources, etc.
  - Curriculum comes from AERO, National Councils in the States, and McRel standards
  - Support from Board in terms of finances to support curriculum review cycle
- Head of School Goals
  - Review of HoS school goals for 2012-2013
  - Goals approved in principle but to be revised for next Board meeting

## **4. Dashboard: Format and Use**

- Confirmation that dashboard functioning and included as part of EAB Board communication
- Dashboard will be a “living document” with ongoing revisions and improvements
- Agreement that dashboard is on the right path in prototype form; continue with current direct with suggestions from DM and BD for improvement
- Action Steps:
  - Include more context for education data to assist with analysis of data

## **5. Facilities Committee**

- Flansburgh Architects chosen in June based on selection process led by Facilities Committee
- Board’s role is to receive updates and reports with ultimate acceptance of the plan
- Committee and Board members invited to attend August 27 introduction dinner meeting and Board presentations on August 30
- Focus of four meetings:
  - Trip 1: Information Collection
  - Trip 2: Information Collection and First Stage of Draft Concepts
  - Trip 3: Presentation of Draft Concepts
  - Trip 4: Present Plan to Board in December for Approval
- Decisions will be made based on faculty, staff, parent, student and Board input
- Action Steps:
  - A local architectural firm will be hired this semester to coordinate with Flansburgh

## **6. Finance Committee Update**

- PO presented financial report
- Confirmation of compliance rules based on Constitution and recommendations by accreditation agency
- Actions:
  - Finance Committee to meet monthly to review monthly reports and other finance related items

## **7. Board Dates and Board Business for SY 2012-2013**

- Board meeting dates shared and confirmed
- Board planning calendar drafted collaboratively; ongoing revisions throughout the year
- Action Steps:
  - Split each month into different categories: Voting items, Events, Future Consideration, Agenda Items

Meeting ended at 20:10

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Mr. Michael Ellis  
Board President

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Mr. Mark Prescott  
Board Secretary