

American School of Brasilia

Board Meeting—September 14, 2011: 18:00-20:00

Composition of the Board of Directors

Position	Nominee	Initials	Date of Entrance
President	Mr. Michael Ellis	ME	May 12 th 2010
Secretary	Mr. Mark Prescott	MP	December 8 th 2010
Treasurer	Mr. Pedro Oliveira	PO	August 17 th 2011
Board Member	Ms. Glória Portella	GP	November 7 th 2007
Board Member	Ms. Marianne Alker	MA	May 12 th 2010
Board Member	Ms. Christina Zuniga	CZ	June 8 th 2011
Board Member	Mr. Paul Kennedy	PK	March 16 th 2011
Board Member	Ms. Filippa Briggs	FB	June 8 th 2011
Head of School	Mr. Barry Dequanne	BD	July 1 st , 2010

Joined this session: no one

Resigned this session: no one

Attendance

Present:

Signature

Michael Ellis, President

Mark Prescott, Secretary

Pedro Oliveira, Treasurer

Glória Portella

Marianne Alker

Christina Zuniga

Paul Kennedy

Filippa Briggs

Call to order 6:10pm.

1. Minutes of previous meeting

- Minutes of August and June were approved via email.

2. President's Report

- ME will send out a message with a proposed timing for future meetings.

3. Head of School Report

- BD informed the board that the Professional Wednesdays have been going well. There is a plan to potentially offer enrichment to students during that first hour during the next semester.

4. Report from KPMG of audit results

- The audit began the end of April and lasted one month. A review of all bills and accounts was conducted and all appears to be in order. It is their opinion that some internal processes could be improved. The final report will be completed by September 30th, with recommendations being available 15 days later.

5. Strategic Plan Update

- BD went over his proposed goals that were posted on the EAB website for this and last school years. It was remarked that the Strategic Plan is very broad and that BD has done a good job defining optimistic goals. GP stated that BD had done a good job focusing his goals but perhaps not enough focus was placed on the whole child portion of the Strategic Plan.

6. Board Goals

- It was recommended that the board goals could be circulated and discussed once posted to a common site for commentary. This will allow all to comment and have dialogue on the proposed goals. This method will be tested for its effectiveness in meeting the board's needs.

7. Finance Update

- PO informed the board that we currently have a balanced budget and that they are working to come up with a new report that is easier to read. ME recommended that it read like a finance dashboard that would assess school health.

8. Facilities Update

- No update.

9. New Board Member

- David Millward was elected to the school board.

10. Meeting adjourned at 8:15pm

Mr. Michael Ellis

Board President

Mr. Mark Prescott

Board Secretary