

# American School of Brasilia

## Board Meeting— February 21, 2013: 18:00-20:30

### Composition of the Board of Directors

| Position       | Nominee            | Initials | Date of Entrance                |
|----------------|--------------------|----------|---------------------------------|
| 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     |

### Attendance

#### Present:

#### Signature

Michael Ellis, President

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David Millward, Vice President

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Mark Prescott (Secretary)

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Pedro Oliveira

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Mitch Romero

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Caio Prado

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Paul Kennedy

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Barry Dequanne, Head of School

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Board Member Joining: None

Board Member Resigning: None

Board Members Absent: Marianne Alker

**Call to order at 18:10**

## **1. Head of School Update**

- BD shared details associated with the recent teacher hiring process and EAB's improved screening and selection procedures

## **2. Finance Committee Update**

- PO updated the Board on the December and January financial reports. PO noted that the OPEX budget is on track and balanced as of January 2013.
- The January 2013 cash balances, encompassing Capital Improvement Fund, Contingency Fund, and OPEX, total 9.7 million reais
- The Board was reminded of the Board-approved 2013-2014 budget guidelines: (i) zero dependency on the associate fee, (ii) Contingency fund covers at least 3 months of OPEX, though the Board is setting a goal of 6 months, all segments of the school should breakeven
- The Board must decide before July 2013 how to allocate 25% of Capital Fee, where, currently 100% has been allocated to the Capital Improvement Fund.

## **3. Governance Committee Update**

- MA is leading a process to present options to the Board regarding the Association Fee discussion before the March 23 retreat, while PO will lead a similar process to present financial options before the retreat.
- The associate fee and financial options will also be further explored at the March 12 Board meeting
- MA outlined the mid-year review of Board and Head of School strategic goals and the corresponding progress made towards these goals. BD will send a summary, year-to-date report to the Board and seek feedback from the Board on progress. MA will follow up with the Board on the Board goals.
- MA provided an update regarding potential new board members

## **4. Facilities Committee Update**

- MR led a discussion regarding next steps and the facilities plan. The Board has agreed to send an RFP to architectural firms with regards to the design phase of the facilities project.

## **5. Finance Committee Update**

- BD noted that the Business Office and the Treasurer had worked hard in recent weeks to clean up all figures for the 13/14 Budget. The draft Budget would be presented to the Board by the [February] Board meeting.
- RECOMMENDATION OF TREASURER APPROVED: decision for 25% of the Capital Fee fund to be allocated in for technology and maintenance/supplies use only. Not to be used to cover Personnel costs

## **6. Planning Calendar**

- The Board reviewed the annual Board planning calendar and confirmed existing dates and events

## 8. Other Business

- None

Meeting ended at 20:20

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Mr. Michael Ellis  
Board President

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Mr. Mark Prescott  
Board Secretary