

# American School of Brasilia

## Board Meeting— October 8, 2013: 16:00

### Composition of the Board of Directors

Position	Nominee	Initials	Date of Entrance
President	Mr. Don Jacobson	DJ	June 12 <sup>th</sup> 2013
Vice President	Mr. David Millward	DM	September 14 <sup>th</sup> , 2011
Secretary	Mr. Caio Prado	CP	June 15 <sup>th</sup> , 2012
Treasurer	Mr. Pedro Oliveira	PO	August 17 <sup>th</sup> 2011
Board Member	Mr. Benjamin Garcia	BG	May 8 <sup>th</sup> , 2013
Board Member	Ms. Laura Chamberlin	LC	May 8 <sup>th</sup> , 2013
Board Member	Mr. Jack Thompson	JT	March 12 <sup>th</sup> , 2013
Head of School	Mr. Barry Dequanne	BD	July 1 <sup>st</sup> , 2010

### Attendance

Present:

Signature

Don Jacobson, President

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David Millward, Vice President

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Caio Prado, Secretary

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Pedro Oliveira, Treasurer

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Benny Garcia

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Laura Chamberlin

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Jack Thompson

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Barry Dequanne, Head of School

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Board Members Joining: None

Board Members Resigning: None

Board Members Absent: None

## MINUTES

### 1. Minutes of September 2013 Meeting

- a. September Meeting Minutes Approved by all Board members

### 2. Feedback from AASSA Governance Conference

- a. DJ, JT, BG, and BD shared experiences from the AASSA conference and the focus on governance best practices
- b. The U.S. State Department's RSO coordinated with DJ, JT, BG, BD to visit a math, science and technology magnet school called Suncoast Community High School, which resulted in the agreement to establish a school-to-school partnership

### 3. Academic Focus: MAP Testing

- a. Sue Easton, Director of Teaching and Learning, presented EAB's Measure of Academic Performance (MAP) assessment program, highlighting how MAP functions and examining EAB's results and trends in recent years.
- b. The same presentation will be shared with faculty and parents

### 4. Governance: Gap analysis of Board and recruiting needs

- a. Board reviewed gap analysis document to document the current skill sets, expertise, and profiles that exist among Board members
- b. Additionally, the skill sets, expertise, and profiles that could contribute to increasing the Board's diversity and representation were identified

### 5. Facilities Committee: Update on Architect Search

- a. Facilities Committee is currently interviewing potential architectural firms who could possibly lead the next phase of the construction project
- b. The Facilities Committee will recommend a list of architectural firms that the Board will approach with a formal "Request for Proposal" document such that the firms can submit their applications for Board review and selection

### 6. Finance Committee Update

- a. Liz Sullivan, EAB's Business Manager, presented the September budget information
- b. All budget data presented is at or better than the overall budget parameters set for the year
- c. Contingency and Capital Improvement Funds continue to meet budget projections

## **7. Tuition Proposal**

- a. The Board reviewed the concept of implementing a special case tuition relief program that would be based on the review of individual applications but established that EAB will continue with its current policy of not providing tuition discounts

Meeting ended at 18:30

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Mr. Donald E. Jacobson

Board President

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Mr. Caio Prado

Board Secretary