



Learners inspiring learners to be inquisitive in life, principled in character, and bold in vision.

American School of Brasilia

Board Meeting – October 18, 2016: 16:00 - 18:00

Composition of the Board of Directors

Position	Nominee	Initials	Date of Entrance
Secretary	Ms. Adelle Gillen	AG	November 17, 2015
Board Member	Ms. Anna Lisa McBride	AM	August 8, 2016
Board Member	Ms. Anne Posthuma	AP	February 24, 2015
President	Mr. Caio Prado	CP	June 15, 2012
Board Member	Ms. Chris Chamberlin	CC	August 8, 2016
Board Member	Mr. Henrik Sjoberg	HS	August 8, 2016
Treasurer	Ms. Holly Kirking	HK	November 17, 2015
Board Member	Ms. Janice Mills	JM	November 17, 2015
Board Member	Mr. João Victor Mokdissi	JV	August 8, 2016
Board Member	Ms. Marcia Farias	MF	August 8, 2016
Vice-President	Mr. Robert Frazier	RF	November 17, 2015
Head of School	Mr. Barry Dequanne (Ex-Officio)	BD	July 1, 2010

ATTENDANCE

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

Adelle Gillen (Secretary)

Anna Lisa McBride

Anne Posthuma

Caio Prado (President)

Chris Chamberlin

Henrik Sjoberg

Holy Kirking (Treasurer)

Janice Mills

João Victor Mokdissi

Marcia Farias

Robert Frazier (Vice-President)

Barry Dequanne (Head of School)



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MEETING MINUTES

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

Call to Order at 16:00

1. Consent Agenda

- The following consent agenda was approved by the Board of Directors:
 - September 2016 Board Meeting Minutes
 - Governance Committee Proposal for AG to lead the Head of School Transition Committee
 - Confirmation of U.S. Ambassador's appointment of HK as the U.S. Ambassadors' representative on EAB's Board of Directors
- The following items were confirmed by the Board of Directors:
 - The Board standing committees and memberships were re-confirmed.
 - Finance Committee:
 - a. Holly Kirking (Chair), Anna Lisa McBride, Barry Dequanne, Caio Prado, Chris Chamberlin, João Victor Mokdissi, Liz Sullivan (Business Manager), Rob Frazier
 - Facilities Committee:
 - a. Rob Frazier (Chair), Barry Dequanne, Caio Prado, Henrik Sjoberg, Liz Sullivan (Business Manager), Luiz Gustavo (EAB Parent), Marcio Queiroz (EAB Parent), Pedro Oliveira (EAB Parent)
 - Development Committee:
 - a. Holly Kirking (Chair), Andrea Cabrera (EAB Parent), Anna Lisa McBride, Anne Posthuma, Barry Dequanne, Caio Prado, Della Henry (Chief Development Officer)
 - Governance Committee:
 - a. Adelle Gillen (Chair), Barry Dequanne, Caio Prado, Janice Mills, Marcia Farias
 - Audit Committee:
 - a. Janice Mills (Chair), Adelle Gillen, Anne Posthuma, Marcia Farias



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- August Board Meeting Self-Evaluation Summary
 - 4 = Strongly Agree; 3 = Agree; 2 = Disagree; 1 = Strongly Disagree
 - a. All board members arrive on time: 3.8
 - b. It was evident that all board members were prepared for the meeting, including reading the board materials in advance : 3.2
 - c. The discussion was focused and stayed on each topic at hand: 3.6
 - d. The different topics were not over-discussed: 3.3
 - e. Board members worked to seek consensus: 3.7
 - f. The board chair expedited the meeting, appropriately cutting off or re-focusing discussion as needed: 3.6
 - g. As a board member, I have had the opportunity to be heard on issues discussed at this meeting: 4.0
 - h. The agenda was:
 - i. Too ambitious - 6
 - ii. Just right – 3
 - iii. Poorly planned - 0
 - iv. A waste of the board's time – 0

2. Accreditation Process

- The Board of Directors reviewed the following AdvancED accreditation processes:
 - 2011 EAB accreditation report
 - 2013 EAB interim review accreditation report
 - 2016 EAB accreditation process
- The date of the accreditation external review process was confirmed for the dates of October 23-26, 2016
- The Board meeting with the visiting accreditation team was confirmed for Tuesday, October 25, 16:00-17:30.
- The Board reviewed the following specific governance accreditation standards
 - 1.1 The school engages in a systematic, inclusive, and comprehensive process to review, revise, and communicate a school purpose for student success.
 - 2.1 The governing body establishes policies and supports practices that ensure effective administration of the school.
 - 2.2 The governing body operates responsibly and functions effectively.
 - 2.3 The governing body ensures that the school leadership has the autonomy to meet goals for achievement and instruction and to manage day-to-day operations effectively.



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3. Finance Committee Report

- The Board of Directors reviewed the September 2016 financial report
 - The September Finance Committee meeting minutes were reviewed
 - All financial report data is within or better than year-to-date budget parameters and is on track to be within or better the end-of-year budget expectations

4. Governance Committee Report

- Board of Directors Governance Retreat
 - The Board of Directors retreat is confirmed for November 18-19
 - Rick Detwiler, a former Head of School and current governance consultant, will facilitate the Board Retreat
 - Allan Bredy, the incoming Head of School, will be in attendance at the retreat
 - The goal for the retreat is: To build on the capacity of the EAB Board of Directors and Head of School to address the governance and leadership challenges and opportunities that lie ahead.
- Board of Directors and Head of School Evaluation
 - It was agreed that a new self-evaluation of the Board and evaluation of the Head of School will be conducted in advance of the November 2016 Board meeting

5. Head of School Transition Committee

- The Head of School Transition Committee confirmed the dates of the first transition visit for Allan Bredy (November 13-19)
- The Committee is in the process of drafting the visit schedule and will confirm the associated details at the Committee's next meeting

6. Development Committee Report

- The Committee shared an update from the most recent meeting
 - There is a renewed focus on fundraising, alumni network development, and branding/marketing efforts
 - Three areas for funding proposed and confirmed:
 - Innovation: Upgrades that can range from tech to teachers; a catch-all term to direct funds where they are needed most to modernize resources and learning capabilities.
 - Scholarship: To provide financial assistance to our current scholarship students to be able to join in on the full EAB experience: paying for school trips, uniforms, etc. Holly offered to hold fundraiser for scholarship fund to bring in international and Brazilian community.
 - Facilities: Ensure EAB state-of-the art future facilities that showcase our community and excellence.
 - Awards Dinner concept was approved by the Board



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7. Board Goals

- The Board's goals for 2016-2017 were confirmed and further articulated
 - Transition - Ensure a smooth and seamless transition between our outgoing and incoming heads of school. Celebrate the accomplishments of our beloved outgoing HOS and welcome our incoming HOS to EAB's community. Provide incoming HOS with the resources and support he needs to begin a positive, meaningful tenure at EAB. Embrace the benefits of transition on our Board, but mitigate its negative effects through planning and training. Extend the tenure of our international staff to minimize turnover and retain the best personnel for EAB.
 - Facilities - Continue progress toward our long-term facilities goals, ensuring that the Master Plan continues to move forward with necessary preliminary steps (such as licenses). Ensure that existing facilities adequately serve EAB's community of learners and make adjustments as needed prior to the implementation of the Master Plan, such as a remodel of the Early Childhood area upgrade.
 - Development - Envision EAB is community-building program that aims to create a culture of giving throughout EAB in order to support bold and visionary medium- and long-term school improvements and innovations. Our fundraising efforts will be focused in three areas: Innovation, Scholarship, and Facilities. In 2016-2017, we will double our number of alumni contacts and double parent participation in giving through implementation of our Development Committee Strategic Plan. During the year, our Development Committee will also propose a three-year strategic plan for the period of 2017-2020.

8. Board Meeting Self Evaluation

- The Board conducted a self-evaluation of the meeting.

9. Executive Session

Board President
Caio Prado

Board Secretary
Adelle Gillien