

American School of Brasilia

Board Meeting – October 20, 2015: 16:00 - 18:00

Composition of the Board of Directors

Position	Nominee	Initials	Date of Entrance
President	Ms. Marion Walshe	MW	November 19, 2013
Secretary	Ms. Laura Chamberlin	LC	May 8 th , 2013
Treasurer	Mr. Caio Prado	CP	June 15 th , 2012
Board Member	Mr. Indranil Chakrabarti	IC	August 12, 2014
Board Member	Mr. Jeremy Freeman	JF	June 10, 2014
Board Member	Ms. Anne Posthuma	AP	February 24, 2015
Board Member	Mr. Marcio Queiroz	MQ	September 8, 2015
Head of School	Mr. Barry Dequanne	BD	July 1 st , 2010

Attendance

Signature (If Present)

Marion Walshe, President

Caio Prado, Vice President

Laura Chamberlin, Secretary

Jeremy Freeman, Treasurer

Indranil Chakrabarti

Anne Posthuma

Marcio Queiroz

Barry Dequanne

Board Members Joining: None

Board Members Resigning: None

Call to Order at 16:00

MINUTES

1. Consent Agenda (MW)

- a. The following item was approved by the Board as part of the consent agenda:
 - i. September 2015 Board Meeting Minutes

2. AASSA Governance Conference (MW)

- a. Review of attendance at conference by LC, JF, AP, MW, and BD.
- b. Governance conference is held by AASSA once a year – 150 school directors and board members in attendance
- c. Board confirmed importance of regular governance training

3. Child Protection (BD)

- a. BD presented an overview of the child protection workshop that was conducted at the AASSA Conference
- b. EAB is continuing to strengthen its policies and procedures to ensure the school is doing everything possible to ensure the safety of the school's students. Steps have been taken to further strengthen the screening process associated with the hiring of faculty staff. The school is also continuing to review other aspects of the school, including access to campus

4. Board Policy Manual

- i. Board agreed to change update the Board Policy Manual with two edits.
- ii. Core Statements:

1. From:

- a. Mission Statement: The American School of Brasilia serves the International and Brazilian communities by providing a U.S. and Brazilian accredited pre-K through 12th grade program and International Baccalaureate Diploma in a culturally diverse atmosphere. Our English-language school develops and supports the whole child in achieving his or her own potential. Through an individualized, innovative learning experience, we cultivate responsible and contributing citizens, leaders, and environmental stewards with a strong foundation of academic excellence.
- b. Vision: At the American School of Brasilia, each student pursues an excellent academic program in a supportive and nurturing learning environment, whose rigor and relevance is evident through the five pillars of academics, arts, leadership, service learning, and activities. In an EAB education, our students are:
 - i. ... provided a differentiated education, that optimizes academic potential
 - ii. ... exposed to the arts, achieving proficiency in at least one area
 - iii. ... provided the opportunity and support to develop as citizen-leaders

- iv. ... engaged in meaningful and sustainable service learning experiences
- v. ... involved in co-curricular activities or sports
- c. Motto: Celebrating Diversity and Cultivating Citizenship
- d. Core Values: Trustworthiness Respect Responsibility Fairness Caring Citizenship

2. TO:

- a. Our Mission: Learners inspiring learners to be inquisitive in life, principled in character, and bold in vision.
- b. Our Vision: To positively impact the world through excellence in academics, activities, arts, leadership, and service.
- c. Our Beliefs: All EAB Learners are:
 - i. Engaged in their own learning,
 - ii. Principled in their learning and actions,
 - iii. Collaborative to enhance learning for all,
 - iv. Contributing positively to their learning community.
- d. Our School: We are a diverse community that provides an English-language based pre-K through Grade 12 education. We are an International Baccalaureate World School with U.S. and Brazilian accreditation.

iii. Core Statements Review Process: Add:

- 1. The Board of Directors will engage in a systematic, inclusive, and comprehensive process to review, revise, and communicate EAB's purpose (Core Statements) to ensure continued student success. Specifically, the Board will conduct an annual review, at the Board level, of EAB's Core Statements and ensure that the Core Statements are clearly communicated out to all stakeholders. In addition, every five to seven years, the Board will determine if it is necessary to conduct a community-wide review of the school's Core Statements. The community-wide review process will include feedback from representatives of all stakeholders.

5. Facilities Committee

- a. Gomes architects are continuing to work on plan and licensing process
- b. Facilities Committee to schedule a meeting with Gomes to receive updates and discuss next steps

6. Development Committee

- a. Della Henry, EAB's Chief Development Officer, shared an update regarding the Development and fundraising efforts
- b. The Appeal Letter and Donation form was presented for review
- c. The Appeal Letter will be sent out at the start of November

7. Finance Committee

- a. Board reviewed September financial statements. All budget projections are on track.
- b. The Board discussed concerns regarding the exchange rate issues and some challenges with future expenses. While EAB is in very strong financial standing, it was agreed that

a careful monitoring of the exchange rate and related expenses will be important at both the operational and strategic levels.

8. Board Goals

- a. The Board approved and continues to focus on the following key Governance Goals
 - i. Master Facilities Plan
 - ii. Development Plan
 - iii. Turnover (retention and recruiting of best professionals)

9. Executive Session

Board President
Marion Walshe

Board Secretary
Laura Chamberlin