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American School of Brasilia

Board Meeting – February 14: 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

Holly 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:
 - December 2016 Board Meeting Minutes
 - November Board Meeting Self-Evaluation Summary
 - 4 = Strongly Agree; 3 = Agree; 2 = Disagree; 1 = Strongly Disagree
 - a. All board members arrive on time: 3.6
 - b. It was evident that all board members were prepared for the meeting, including reading the board materials in advance: 3.6
 - c. The discussion was focused and stayed on each topic at hand: 3.6
 - d. The different topics were not over-discussed: 2.6
 - e. Board members worked to seek consensus: 3.8
 - f. The board chair expedited the meeting, appropriately cutting off or re-focusing discussion as needed: 3.4
 - g. As a board member, I have had the opportunity to be heard on issues discussed at this meeting: 3.5
 - h. The agenda was:
 - i. Too ambitious - 2
 - ii. Just right – 6
 - iii. Poorly planned - 0
 - iv. A waste of the board's time – 0

2. U.S. Ambassador Visit

- Ambassador McKinley had to postpone his visit, likely to March or April

3. Head of School Report

- Staff turnover rate is currently lowest in EAB history
- IB reauthorization has been completed and EAB initiated the process to become member of CIS



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4. Dashboard Update

- João Victor Mokdissi, Chris Chamberlain and Rob Frazier will work on the dashboard project
- Update to be presented at March Board meeting

5. Canteen Update

- HOS reported on status of canteen:
 - Phase 1 complete: Canteen operational by start of 2016-17 second semester
 - Phase 2 underway: Service provision being modified to meet expectations

6. Communications Strategy

- Board voted to authorize HOS to proceed with drawing up a contract with Gustavo Krieger as communications consultant for a period through the end of 2016-17 school year

7. HOST Committee Update

- HOST Committee's next meeting will be February 21 to develop the schedule for Allan and Julie Bredy's March visit. The goal of the visit is to introduce Allan to EAB's community, address logistical needs (housing, settling into Brasilia, etc.), welcome Julie and integrate her into counseling staff

8. Finance Committee Update

- The Board of Directors reviewed the December 2016 financial report
 - The December 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 than end-of-year budget expectations

9. Facilities Committee Update

- Representatives from Gomes Figueiredo provided an overview of the Master Facilities plan, noting that the plan is pending architectural review from Distrito Federal authorities, which they hope will be approved by April 2017



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10. Development Committee Update

- Committee changed its name to Envision EAB Committee to better reflect its mandate beyond just fundraising
- Initial campaign mailing went out. Committee's goal for the Board and Leadership Team is 100% participation.

11. Board Meeting Self Evaluation

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

12. Executive Session

Board President
Caio Prado

Board Secretary
Adelle Gillien