



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

American School of Brasilia

Board Meeting – October 16, 2018: 16:00 - 18:00

Composition of the Board of Directors

Position	Nominee	Initials	Date of Entrance
President	Mr. Caio Prado	CP	June 15, 2012
Vice President	Ms. Naomi Fellows	NF	September 5, 2017
Secretary	Ms. Márcia Farias	MF	August 8, 2016
Treasurer	Mr. João Victor Mokdissi	JV	August 8, 2016
Board Member	Ms. Anne Posthuma	AP	February 24, 2015
Board Member	Mr. David Brassanini	DB	June 5, 2018
Board Member	Mr. James Wiggins	JW	June 5, 2018
Board Member	Ms. Kristin Kane	KK	September 5, 2017
Board Member	Ms. Anna More	AM	May 22, 2018
Board Member	Ms. Laura Davis	LD	June 5, 2018
Board Member	Mr. Paul Furgiuele	PF	June 5, 2018
Board Member	Ms. Annette Windmeisser	AW	June 5, 2018
Head of School	Mr. Allan Bredy (Ex-Officio)	AB	July 1, 2017

ATTENDANCE

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

Caio Prado (President)

Naomi Fellows (Vice President)

Márcia Farias (Secretary)

João Victor Mokdissi (Treasurer)

Anne Caroline Posthuma

Kristin Kane

Anne Moore

Annette Windmeisser

David Brassanini



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James Wiggins

Laura Davies

Paul Furgiuele

MEETING MINUTES

- Members Joining the Board: none
- Members Leaving the Board: none

Call to Order at 16:05

1. Consent Agenda

- September Board Meeting Minutes
- September Board Meeting Self-Evaluation Summary
 - 4 = Strongly Agree; 3 = Agree; 2 = Disagree; 1 = Strongly Disagree
 - All board members arrive on time: 3.6
 - It was evident that all board members were prepared for the meeting, including reading the board materials in advance: 3.5
 - The discussion was focused and stayed on each topic at hand: 3.6
 - The different topics were not over-discussed: 3.5
 - Board members worked to seek consensus: 4
 - The board chair expedited the meeting, appropriately cutting off or re-focusing discussion as needed: 3.75
 - As a board member, I have had the opportunity to be heard on issues discussed at this meeting: 4
 - The agenda was:
 - a. Too ambitious -
 - b. Just right – 8
 - c. Poorly planned
 - d. A waste of the board's time
- CP started the meeting at 4:05 pm;
- Finance Committee (JV) presented the Treasurer's Report, September Highlights Impact. JW said the Audit Committee wants to see official bank statements.
- Governance Committee – the Board agreed that all will send out feelers amongst Embassies to recruit an international member to fill Laura Davis' position. Three other members anticipate



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leaving at the end of the school year – NF, KK and DF.

- Audit Committee – The Audit Committee received five proposals for the RFP sent out for the 2018 audit. MRP was chosen for the next two years, as EAB has hired it for 2017, it offered the best price, and has experience auditing nonprofits and specifically schools.

2. Health, Safety and Security Report

- Liz presented a Dashboard with all health, safety and security measures the school takes, their periodicity, and their responsibility. The canteen is inspected by SODEXO, the inspection of water fountains includes portability of water, and the turnstiles are inspected by the contracted firm, on a monthly basis.

3. Dashboard Report – Evaluating the effectiveness of EAB

- Lesley Tait presented the various effectiveness assessments

4. Parent Survey Task Force

- A TF will be formed to work on a new survey for parent satisfaction. FSP parents will be invited to join. KK volunteered to be on the TF.

5. Executive Session

Board President
Caio Prado

Board Secretary
Marcia Farias