



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

## **American School of Brasilia**

### **Board Meeting – September 13, 2016: 15:30 - 18:00**

#### **Composition of the Board of Directors**

<b>Position</b>	<b>Nominee</b>	<b>Initials</b>	<b>Date of Entrance</b>
President	Mr. Caio Prado	CP	June 15, 2012
Vice-President	Mr. Robert Frazier	RF	November 17, 2015
Secretary	Ms. Adelle Gillen	AG	November 17, 2015
Treasurer	Ms. Holly Kirking	HK	November 17, 2015
Board Member	Ms. Anne Posthuma	AP	February 24, 2015
Board Member	Ms. Janice Mills	JM	November 17, 2015
Head of School	Mr. Barry Dequanne	BD	July 1, 2010

#### **ATTENDANCE**

Signature (If Present)

Caio Prado, President

\_\_\_\_\_

Robert Frazier, Vice President

\_\_\_\_\_

Adelle Gillen, Secretary

\_\_\_\_\_

Holly Kirking, Treasurer

\_\_\_\_\_

Anne Posthuma

\_\_\_\_\_

Janice Mills

\_\_\_\_\_

Barry Dequanne

\_\_\_\_\_

Board Members Joining: Anna Lisa McBride, Chris Chamberlin, Henrik Sjoberg, João Victor Mokdissi, Marcia Farias

Board Members Resigning: None



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

## MINUTES

Call to Order at 15:30

### 1. Consent Agenda

- The following items were approved by the Board as part of the consent agenda:
  - August 2016 Board Meeting Minutes
  - Board Members signed Conflict of Interest/Confidentiality Policy document
  - Approval of new board members:
    - Anna Lisa McBride
    - Chris Chamberlin
    - Henrik Sjoberg
    - João Victor Mokdissi
    - Marcia Farias

### 2. Board Orientation: Introduction to EAB Leadership Team

- Each member of the Leadership Team gave a brief presentation, which included a personal bios and goals and challenges for the year ahead

### 3. Board Orientation: Mission Activity

- The Board and the Leadership Team engaged in an activity to identify the ways in which the school's mission and vision ideally look like at EAB.

### 4. Officers and Committees

- The Board Officers were confirmed
  - President: Caio Prado
  - Vice-President: Rob Frazier
  - Treasurer: Holly Kirking
  - Secretary: Adelle Gillan
- The current committee members were also confirmed. The Board members highlighted in ***italics/bold*** joined the committees during the meeting:
  - Finance: Holly Kirking (Chair), Caio Prado, Rob Frazier, Barry Dequanne (Ex Officio), Liz Sullivan (Business Manager), ***João Victor Mokdissi, Chris Chamberlin, Anna Lisa McBride***
  - Facilities: Rob Frazier (Chair), Caio Prado, Barry Dequanne (Ex-Officio), Pedro Oliveira (EAB Parent), Luiz Gustavo (EAB Parent), Marcio Queiroz (EAB Parent), Liz Sullivan (Business Manager), ***Henrik Sjoberg***



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

- Development: Holly Kirking (Chair), Anne Posthuma, Caio Prado, Barry Dequanne (Ex Officio), Andrea Cabrera (EAB Parent), Della Henry (Chief Development Office), **Anna Lisa McBride**
- Governance: Adelle Gillen (Chair), Caio Prado, Janice Mills, Barry Dequanne (Ex Officio), **Marcia Farias**
- Audit: Janice Mills (Chair), Anne Posthuma, Adelle Gillen, **Marcia Farias**

#### **5. Development Committee Update**

- Development Committee shared an update with regards to recent committee meeting and overviewed the work of the Development Committee and Chief Development Officer since the project started over a year ago.
- The Committee is preparing for the year ahead, including fundraising, raising awareness, and continuing to build EAB's alumni network.

#### **6. Board Calendar**

- Board reviewed and approved board meeting and retreat calendar, acknowledging the edits may need to be made during the school year.

#### **7. Head of School Transition Committee**

- Transition Committee confirmed the following composition of the Committee:
  - Leadership Team: Principal, Business Manager
  - Teachers: Teachers to be Confirmed
  - Board: Interested members - Anna Lisa McBride, João Victor Mokdissi, Janice Mills, Adelle Gillan, Caio Prado
  - Parents: 2 Parents to be identified
- Final committee composition to be confirmed at October Board meeting. The Committee Chair will also be confirmed at the next meeting.

#### **8. Board and Head of School Evaluations**

- Governance Committee is currently reviewing data from surveys and will present a summary of strength and areas for growth at next Board meeting
- Move annual evaluations to April with a review in May.



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

## 9. Board and Head of School Goals

- The Board confirmed the Board and Head of School Goals for 2016-2017
  - Board Goals:
    - Transition (Board, Head of School, Retain, and Recruit Best Teachers)
    - Facilities
    - Development
  - Head of School Goals:
    - Communication
    - Transition
    - Accreditation
    - Also included are the school-wide goals and board goals.

## 10. Finance Committee

- FINCOM presented budget report for August 2016
  - Financial report data is within budget parameters and is on track to meet budget expectations
- Board approved following FINCOM recommendations:
  - School Vehicles: Sell two older vehicles and purchase one new flatbed truck
  - Upper School Classroom Renovation: Renovation of aging classrooms (walls, floors, ceiling, etc.) – R\$750K (majority of work to be completed in December 2016)-January 2017
- Board to review at upcoming Board meeting:
  - Access control system proposal

## 11. Recruitment and Retention Strategies

- The Board reviewed and approved key teacher recruitment and retention strategies.

## 12. Communication Update

- The Board did not discuss but did review current communication strategies, as presented in the agenda.

## 13. Board Meeting Self Evaluation

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

## 14. Executive Session

---

Board President  
Caio Prado

---

Board Secretary  
Adelle Gillien