

American School of Brasilia

Board Meeting – May 10, 2016: 16:00 - 18:00

Composition of the Board of Directors

Position	Nominee	Initials	Date of Entrance
President	Ms. Marion Walshe	MW	November 19, 2013
Vice-President	Mr. Caio Prado	CP	June 15 th , 2012
Secretary	Ms. Laura Chamberlin	LC	May 8 th , 2013
Treasurer	Mr. Jeremy Freeman	JF	June 10, 2014
Board Member	Mr. Indranil Chakrabarti	IC	August 12, 2014
Board Member	Ms. Anne Posthuma	AP	February 24, 2015
Board Member	Mr. Marcio Queiroz	MQ	September 8, 2015
Board Member	Ms. Adelle Gillen	AG	November 17, 2015
Board Member	Ms. Holly Kirking	HK	November 17, 2015
Board Member	Mr. Robert Frazier	RF	November 17, 2015
Board Member	Ms. Janice Mills	JM	November 17, 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

Adelle Gillen

Holly Kirking

Robert Frazier

Janice Mills

Barry Dequanne

Board Members Joining: None

Board Members Resigning: Indranil Chakrabarti

MINUTES

Call to Order at 16:00

1. Consent Agenda (MW)

- a. The following item was approved by the Board as part of the consent agenda:
 - i. May 2016 Board Meeting Minutes

2. Head of School Search Process

- a. Candidate Interview
 - i. The majority of the Board meeting was focused on an interview and review of process in relation to the Head of School search process.

3. Finance Committee Report

- a. The Board reviewed the March financial reports. All indicators demonstrate that the school is on track to meet and/or exceed budget expectations.

4. Finance Committee

- a. The Board reviewed the April financial reports. All indicators demonstrate that the school is on track to meet and/or exceed budget expectations.

5. Budget 2016-2017 Proposal

- a. The Board confirmed that EAB is adhering and exceeding expectations associated with the school's constitutional requirements associated with the budget:
 - a. Contingency Fund: maintain at a level of AT LEAST 7.5% of the School's annual operating budget (i.e., 7.5% means less than a month of current operating expenses)
 - b. Capital Improvement Fund: will be funded with surplus, donations and fundraising. In this current budget year EAB has allocated 2.5% of the operational income into the
- b. The Board approved the 2016-2017 budget proposal (see attachment), with the following tuition increases
 - a. K3-K4: R\$4,408 monthly tuition (18.88% / R\$700 increase)
 - b. K5-Grade 5: R\$5,100 monthly tuition (15.12% / 670 increase)
 - c. Grade 6-12: R\$5,720 monthly tuition (2.82% / 650 increase)

6. Certificate of Completion

- a. BD presented a proposal to implement a “certificate of completion” (modified diploma) in cases where students are not in a position to complete the full diploma
- b. The Board was in favor of the proposal for extenuating circumstances

7. Special Recognition

- a. The Board recognized the outstanding work of IC, who is stepping down from his service as an EAB Board member. IC was presented with a plaque to recognize his contributions.

Board President
Marion Walshe

Board Secretary
Laura Chamberlin