

American School of Brasilia

Board Meeting— April 22, 2014: 16:00

Composition of the Board of Directors

Position	Nominee	Initials	Date of Entrance
President	Mr. Don Jacobson	DJ	June 12 th 2013
Vice President	Mr. David Millward	DM	September 14 th , 2011
Secretary	Ms. Laura Chamberlin	LC	May 8 th , 2013
Treasurer	Mr. Caio Prado	CP	June 15 th , 2012
Board Member	Mr. Benjamin Garcia	BG	May 8 th , 2013
Board Member	Mr. Pedro Oliveira	PO	August 17 th 2011
Board Member	Ms. Marion Walshe	MW	November 19, 2013
Board Member	Mr. Jack Thompson	JT	March 12 th , 2013
Head of School	Mr. Barry Dequanne	BD	July 1 st , 2010

Attendance

Present:

Signature

Don Jacobson, President

David Millward, Vice President

Caio Prado, Secretary

Pedro Oliveira, Treasurer

Benny Garcia

Laura Chamberlin

Jack Thompson

Marion Walshe

Barry Dequanne, Head of School

Board Members Joining: None

Board Members Resigning: None

Call to Order at 16:10

MINUTES

1. Minutes of March 2014 Meeting

- a. March Meeting Minutes Approved by all Board members in attendance.

2. Finance Committee

- a. March Finance Report
 - i. Financial report presented to Board for review
 - ii. No concerns with current budget report; executed budget currently inline with projected budget
- b. School Renovations
 - i. Board reviewed construction proposal to improve the following areas:
 - 1. Restructuring of internal design of Lower School Classrooms
 - 2. Redistribution of Lower School educational spaces to better serve
 - 3. Construction of new Early Childhood canteen
 - 4. Construction of new Lower School Library
 - 5. Redesign of Upper School Library
 - 6. Renovation and upgrade of Upper School science labs
 - ii. All Board members present approved construction proposal
 - 1. The majority of construction will take place during the June/July school break, with the remainder of the work to be concluded in August and during the remainder of the first semester of the 2014-2015 school year.
 - 2. All funding for construction project to be covered by capital fund
- c. 2014-2015 Budget
 - i. Board reviewed 2014-2015 budget proposal and corresponding tuition rates
 - ii. Final approval of 2014-2015 budget to be completed at May 2014 Board meeting

3. Facilities Committee

- a. RFP Status**
 - i.** Architectural firms will submit formal proposals by May 16, 2014
 - ii.** Facilities Committee will review proposals as the Committee moves forward towards identifying the architectural firm who will work with EAB with respect to the Facilities Master Plan
- b. Facilities Committee Membership**
 - i.** Committee recruiting members of community with expertise in the areas of engineering, architecture, and construction to serve on Facilities Committee

4. Governance Committee

- a. Recruitment of New Board Members**
 - i.** Governance Committee currently conducting a “gap analysis” to determine the skills and experiences needed as the Committee moves forward to replace the departing Board members.

5. Development Committee

- a. Development Director**
 - i.** The Development Committee is continuing the process of recruiting a Development Director for the 2014-2015 school year
- b. Case Statement**
 - i.** Board reviewing final draft of Case Statement

6. Executive Session

Meeting ended at 18:30

Mr. Donald E. Jacobson

Board President

Ms. Laura Chamberlin

Board Secretary



American School of Brasilia

Budget 2014-2015

REVENUE (millions/R\$)

Upper School (6-12)	15.3
Lower School (K5-5)	11.0
Early Childhood (K3-K4)	1.8
Other (Grants)	0.2
TOTAL REVENUE	28.3

Expenses (millions/R\$)

Personnel Cost	21.1
<i>Salaries</i>	17.3
<i>Benefits</i>	3.8
Educational Material & Program	2.2
Technology	1.0
Administration	3.8
TOTAL EXPENSES	28.1

RxE **0.2**

Unpaid Fees/Collect Debt Net **(0.2)**

Net result **0.0**

Tuition Rates - SY 2014-2015					
K-3 & K-4 Full Day		K-5 to 5th Grade		6th to 12th Grade	
Annual	Monthly	Annual	Monthly	Annual	Monthly
R\$37,699	R\$3,142	R\$48,336	R\$4,028	R\$55,812	R\$4,651