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## **American School of Brasilia**

### **Board Meeting – November 26, 2019: 16:00 - 18:00**

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

| <b>Position</b> | <b>Nominee</b>               | <b>Initials</b> | <b>Date of Entrance</b> |
|-----------------|------------------------------|-----------------|-------------------------|
| President       | Ms. Annette Windmeisser      | AW              | June 5, 2018            |
| Vice President  | Mr. Mark Pannell             | MP              | July 1, 2019            |
| Secretary       | Ms. Márcia Farias            | MF              | August 8, 2016          |
| Treasurer       | Ms. Julia Staunig            | JS              | February 19, 2019       |
| Board Member    | Ms. Anne Posthuma            | AP              | February 24, 2015       |
| Board Member    | Mr. João Victor Mokdissi     | JV              | August 8, 2016          |
| Board Member    | Ms. Megan Gernes             | MG              | July 1, 2019            |
| Board Member    | Ms. Anna More                | AM              | May 22, 2018            |
| Board Member    | Ms. Rebecca Clark            | RC              | July 1, 2019            |
| Board Member    | Mr. Kirn Braich              | KB              | July 1, 2019            |
| Board Member    | Mr. Caio Prado               | CP              | June 15, 2012           |
| Board Member    | Mr. John Njenga              | JN              | July 1, 2019            |
| Head of School  | Mr. Allan Bredy (Ex-Officio) | AB              | July 1, 2017            |

#### **ATTENDANCE**

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

Annette Windmeisser (President)

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Mark Pannell (Vice President)

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Márcia Farias (Secretary)

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Julia Staunig (Treasurer)

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Anne Caroline Posthuma

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Caio Prado

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Anne Moore

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João Victor Mokdissi

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Kirn Braich

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John Njenga

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Rebecca Clark

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Megan Gernes

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## MEETING MINUTES

- Members Joining the Board: None
- Members Leaving the Board: None

### Call to Order at 16:06

#### 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:
  - It was evident that all board members were prepared for the meeting, including reading the board materials in advance:
  - The discussion was focused and stayed on each topic at hand:
  - The different topics were not over-discussed:
  - Board members worked to seek consensus:
  - The board chair expedited the meeting, appropriately cutting off or re-focusing discussion as needed:
  - As a board member, I have had the opportunity to be heard on issues discussed at this meeting:
  - The agenda was:
    - a. Too ambitious -
    - b. Just right –
    - c. Poorly planned -
    - d. A waste of the board's time -
- 
- JS informed the Board of Directors about the changes to the Board Meeting Agenda. There is a new section called Any Other Business, Follow up Actions and Miscellaneous.

### Governance Committee:

- MG informed the Board of Directors that the Governance Committee will be sending a HOS Survey the day after the meeting and the deadline to respond is December 6. This is a mid



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year survey and it will help the Board to evaluate the HOS work and also helps the HOS to be more effective.

## **2. Market Research and International Students in Brasilia - Diplomatic Community**

- KB and Rafael Moura presented a study about international students in Brasilia. According to the presentation there are about 745 international students in Brasilia. The focus of this study is to analyze if there are more international students that could be studying at EAB.

## **3. PASS Survey Summary**

- The Director of Teaching and Learning, Lesley Tait and the US Physics teacher, Yusuf Albasri presented the PASS Survey - Pupil Attitudes to School and Self.
- The PASS Survey was created by two educational psychologists from the UK. It is an early detection system to support student well being, also a way of identifying and understanding issues that could prevent a student reaching their full potential, a way of identifying trends and tracking the effectiveness of interventions, a guide for SEL programs across the school, at grade levels and individually and a way of identifying invisible groups such as fragile learners.
- Summarizing, it is a system to support student wellbeing. The survey has 50 questions and students take about 20 minutes to respond to it.
- After having the students responding to the PASS Survey, the Board requested another presentation to show the results.

## **4. Accreditation Timeline**

- The HOS, Allan Bredy and the T&L Director, Lesley Tait, presented the Accreditation Action Plan for EAB.
- There are six regional accredited companies in the US. EAB is now accredited by AdvancED and our accreditation lasts through until June 2022.
- In 2018 EAB applied and was accepted as a member school with CIS - Council of International Schools.
- EAB is now scheduled for a joint preparatory visit with CIS in the early part of 2020/21 school year in order to start the accreditation process with CIS and MSA (Middle States



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Association).

## **5. Forming a Communication Taskforce**

- Communication is very important at EAB and for this reason the school decided to create a Board Communication Taskforce;
- The members are Mark Pannell, Allan Bredy, Julia Staunig, João Victor Mokdissi, Márcia Farias, Liz Sullivan, David Bair and Rafael Moura.
  - JV moved the action
  - MG seconded
  - All in favor



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Board President  
Annette Windmeiser

Board Secretary  
Marcia Farias