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American School of Brasilia

Board Meeting – March 19, 2019: 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. Julia Staunig	JS	February 19, 2019
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

Caio Prado (President)

Naomi Fellows (Vice President)

Márcia Farias (Secretary)

João Victor Mokdissi (Treasurer)

Anne Caroline Posthuma

Kristin Kane

Anne Moore

Annette Windmeisser

James Wiggins

Julia Staunig



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Paul Furgiuele

MEETING MINUTES

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

Call to Order at 16:08

1. Consent Agenda

- February Board Meeting Minutes
- February Board Meeting Self-Evaluation Summary

4 = Strongly Agree; 3 = Agree; 2 = Disagree; 1 = Strongly Disagree

- All board members arrive on time: 3.77
 - It was evident that all board members were prepared for the meeting, including reading the board materials in advance: 3.6
 - The discussion was focused and stayed on each topic at hand: 4
 - The different topics were not over-discussed: 3.8
 - Board members worked to seek consensus: 3.9
 - The board chair expedited the meeting, appropriately cutting off or re-focusing discussion as needed: 3.6
 - 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 - 1
 - b. Just right – 4
 - c. Poorly planned - 0
 - d. A waste of the board's time - 0
-
- CP - started the meeting at 4:08 pm;
 - CP – The minutes for the February meeting will be signed next meeting due to some adjustments that need to be done;

2. Budget For 2019/2020

- JV – Started the Budget presentation with Liz Sullivan. The presentation covered all areas



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from school and showed a comparison between the expenses from last year to this school year.

● **Proposed Budget: Revenue**

REVENUE	Approved Budget	Proposed Budget
	2018-19	2019-20
Upper School (6-12)	26.393.400	27.968.760
Lower School (K5-5)	18.383.820	20.040.600
Early Childhood (K3-K4)	4.104.960	4.416.000
US Scholarship (6-12)	(2.012.400)	(1.962.720)
LS Scholarship (K5-5)	(2.129.400)	(2.209.800)
ECC Scholarship (K3-K4)	(256.560)	(552.000)
International Tuition		1.700.000
Application Fee	44.000	44.000
US Grant	280.000	280.000
TOTAL	44.807.820	49.724.840

● **Proposed Budget: Results**

EXPENSES	2018-19	2019-20
Total Personnel Cost	33.886.799	39.462.989
Educational Material Program	2.659.466	2.698.399
Technology	1.209.000	1.138.856
Accreditations & Conferences	142.107	164.107
Administration	4.416.119	4.348.476
<i>Utility</i>	<i>840.857</i>	<i>872.841</i>
<i>Maintenance & Security</i>	<i>1.800.000</i>	<i>1.800.000</i>
<i>Human Resources & Operations</i>	<i>1.775.262</i>	<i>1.675.635</i>
Outsource Services	445.279	562.998
Development and Communiation	275.950	245.350
Government Taxes&Fees	91.537	62.000
US GRANT	280.000	280.000
	9.519.458	9.500.186
TOTAL EXPENSES	43.406.257	48.963.175
REVENUE VS EXPENSES	1.401.563	761.665
<i>Unpaid Fees/Collect Debt Net</i>	<i>(1.353.107)</i>	<i>(715.513)</i>



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Total Personnel Cost	33.886.799	39.462.989
Net Result	48.456	46.152

- **Administration Recommendation for FinCom**

A. International Fee

- Maintain current fee structure for Priority Placement and Guaranteed Admissions as approved by the Board
- Approve the use of International Fee funds if surplus at the end of 2019-20 school year does not cover COLA

B. Admissions Application Fee

- The admissions application fee: R\$ 550

C. Tuition

- Increases for 2019-20:
 - US: 5,66% (Nominal: R\$ 365)
 - LS: 7,35 % (Nominal: R\$ 435)
 - ECP: 7,58% (Nominal: R\$ 405)

- NF moved the action
- AW seconded
- All in favor

3. Wellness Survey

- Lesley Tait, Director of Teaching and Learning spoke about the Wellness Survey designed for EAB. A Taskforce of 20 members representing all sections of EAB staff was created to work on students and staff well-being. According to the survey results, EAB will now focus on:
 - Creation of a Well-Being Committee;
 - Creation and implementation of a standards-based wellbeing education program at LS, MS and HS levels (including nutrition, physical, mental, stress management);



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- Program to be implemented via PE, LS Integrated units and Counselors programs;
- Program to be aligned and developmentally appropriate;
- Professional development focus for relevant staff, will be a priority;
- Communication of existing policies and procedures to be improved;
- Extension of the use of outside agencies who could support our students;
- Support for the Well-Being of Staff will be included in internal PD programs;
- Parent education implemented.

4. Robin Heslip Visit

- AB - Dr. Robin Heslip joined the Office of Overseas Schools in August, 2018 as the Regional Education Officer for the Western Hemisphere (Mexico, Central & South America and the Caribbean). Robin is originally from Wisconsin and taught American government to high school students for 9 years before moving overseas 32 years ago. Most recently, Robin served as the Superintendent of the American Community School (ACS), Abu Dhabi, United Arab Emirates. She worked in 6 international schools during the past 31 years. Robin also served as the Director of the American International School of Zagreb, Croatia. In addition to having several years of experience as a head of school, Robin has been a teacher, director of curriculum, and high school principal in Kinshasa, Zaire; Rabat, Morocco; Kuala Lumpur, Malaysia; and Buenos Aires, Argentina. During the time that Dr. Heslip is with us at Post, she will meet with post officials and embassy families. With the help of the POC at Post, she will arrange meetings with parents and be available for individual meetings as needed. Robin will also visit schools that U.S. government students attend (or potentially could attend) to develop a good understanding of the school(s) in order to share this information with State Department parents who may be considering a future posting here. Typically she will spend a few hours at the assisted school and one to two hours at each of the other schools. While at the schools, Robin will meet with the head of the school, other school leaders, and spend time touring the school.

5. Executive Session



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Board President
Caio Prado

Board Secretary
Marcia Farias