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American School of Brasilia

Board Meeting – February 20, 2018: 16:00 - 18:00

Composition of the Board of Directors

Position	Nominee	Initials	Date of Entrance
Secretary	Ms. Adelle Gillen	AG	November 17, 2015
Vice President	Ms. Anna Lisa McBride	AM	August 8, 2016
Board Member	Ms. Anne Posthuma	AP	February 24, 2015
President	Mr. Caio Prado	CP	June 15, 2012
Board Member	Mr. Henrik Sjoberg	HS	August 8, 2016
Board Member	Ms. Janice Mills	JM	November 17, 2015
Treasurer	Mr. João Victor Mokdissi	JV	August 8, 2016
Board Member	Ms. Kristin Kane	KK	September 5, 2017
Board Member	Ms. Marcia Farias	MF	August 8, 2016
Board Member	Ms. Naomi Fellows	NF	September 5, 2017
Head of School	Mr. Allan Bredy (Ex-Officio)	AB	July 1, 2017

ATTENDANCE

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

Adelle Gillen (Secretary)

Anna Lisa McBride

Anne Posthuma

Caio Prado (President)

Henrik Sjoberg

Janice Mills

João Victor Mokdissi

Kristin Kane

Marcia Farias



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Naomi Fellows

MEETING MINUTES

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

Call to Order at 16:06

1. Consent Agenda

- Febryary 2018 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:
 - 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 - 0
 - b. Just right – 0
 - c. Poorly planned - 0
 - d. A waste of the board’s time – 0
- Consent Agenda
 - NF questioned item 3.2 from the Audit Report and the CIPA recommendation
 - MF explained the importance of CIPA and the risk analysis regarding substitution. JM recommended that the administration seek an alternative solution with the upcoming new labor laws.
 - All other items in the consent agenda were approved unanimously by the Board Members.



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Master Plan Recommendation from combined Finance & Facilities Committee meeting

Recommendation from FC to Board was to approve the renovation of the LS playground at a value of R\$ 120.000,00. ECC playground renovation will be added to maintenance budget SY 2018-19

- AM moved the motion to approve recommendation
- CP seconded
- All in favor

2. Audit Committee

- Recommendation of Audit committee for Administration to implement and produce quarterly progress reports to Board
 - AP moved the motion
 - MF seconded
 - All in favor

3. Board Calendar & Events

- Proposed date changes for Board Calendar for Second Semester SY 2017-2018
 - CP moved the motion
 - JM seconded
 - All in favor
- Calendar of reports discussion was moved to the next meeting

4. MAP Insight Report

- Presentation moved to next meeting

5. Executive session

Board President
Caio Prado

Board Secretary
Adelle Gillien