



Learners inspiring learners to be inquisitive in life, principled in character, and bold in vision.

American School of Brasilia

Board Meeting – May 26, 2020: 16:00 - 18:00

Composition of the Board of Directors

Position	Nominee	Initials	Date of Entrance
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. Anna More	AM	May 22, 2018
Board Member	Ms. Anne Posthuma	AP	February 24, 2015
Board Member	Mr. Caio Prado	CP	June 15, 2012
Board Member	Mr. João Victor Mokdissi	JV	August 8, 2016
Board Member	Mr. John Njenga	JN	April 23, 2019
Board Member	Ms. Megan Gernes	MG	July 1, 2019
Board Member	Ms. Rebecca Clark	RC	July 1, 2019
Board Member	Mr. Kirn Braich (Ambassador's Representative/Non voting member)	KB	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) - p

Mark Pannell (Vice President) - a



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Márcia Farias (Secretary) - p _____

Julia Staunig (Treasurer) - p _____

Anna More - p _____

Anne Posthuma - p _____

Caio Prado - p _____

João Victor Mokdissi - p _____

John Njenga - a _____

Megan Gernes- p _____

Rebecca Clark - p _____

Kirn Braich - p _____

- P - Present
- A - Absent

MEETING MINUTES

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

Call to Order at 16:13

1. Consent Agenda

- April 28th Board Meeting Minutes
- May 6th Extraordinary Meeting Minutes
 - MF moved the action
 - MG seconded
 - All in favor

1.1 FINCOM - COVID 19 IMPACT

EAB's Business Manager, Liz Sullivan, presented:

- The important data comparison prior to crises;
- The important actions after the crisis started;
- Re-enrollment Information
- Challenge of Distance Learning Being Recognized by Authorities for ECP
- FX Impact 2020/2021: Financial Impact



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1.2 Governance Committee

- MG welcomed the incoming Board members;
- Siriana Nair was indicated by the US Embassy to be the Ambassador's representative in the Board of Directors.

2. HOS Monthly Report

- Distance Learning Program at EAB
- School Closure for 2019/20 School Year
- EAB Distance Learning and Early Childhood Program
- Planning for school re-opening. EAB Reunites!
- Progress on Goals
 - Wellness
 - Recruiting
 - Communication Proposals
 - HOS Transition
 - Strategic Planning Update

3. Strategic Plan Update

- Lesley Tait, EAB's Director of Teaching and Learning, presented the Strategic Plan Priorities and Evaluation - May 2020;
- Due to the pandemic situation in the world some of the goals were not possible to accomplish;
- Faculty and Community surveys are suspended for now since the main focus is on the crisis communication.
- Another update will be presented in the next Board Meeting.

4. Communication Update

- EAB's Advancement Director, Rafael Moura, informed the Board about Ogilvy. the communication company that will assist EAB with the Strategic Plan.
- The Board requested a formal presentation from Ogilvy for the next Board meeting.

5. EAB Reunite Update

- Lesley Tait, EAB's Director of Teaching and Learning, presented a report about reopening EAB's campus:



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- EAB will open for learning on Monday 3 August. At this point, the Leadership team are referring to this reopening as EAB Reunites!
- The Leadership team is closely monitoring school reopenings around the world, keeping ourselves updated with the latest recommendations from the Center for Disease Control in the U.S. and also tracking any information about the state of the Covid 19 Pandemic here in Brasilia. All of these sources of information are important to our decision-making process. We have created our own set of criteria as a way of judging in what mode we can reopen the campus, using the Schools Decision Tree doc.
 - In our decision making process, we do have many competing priorities, however the Leadership Team recommend the following in order of importance:
 1. Health & safety of students, faculty and families
 2. Providing effective teaching and learning programs
 3. Re-building a sense of community
 4. Aligning and coordinating our infrastructure and systems
 5. Compliance with Brazilian regulations
- At this point, we believe that we could only completely open the campus for teaching and learning in the pre-pandemic mode, if the following was evident:
 - *There are no new cases in the DF for more than 20 consecutive days, in the last 3 weeks of July 2020.*
 - *A vaccine is readily available in Brazil.*
 - *Brasilia's economy and social structures are operating as per normal.*
 - For this reason, we believe that it is more likely that we will be opening the school with some sort of blended teaching and learning model (both face-to-face and distance learning) with limited numbers of staff and students on the campus at any one time.
 - The Leadership team continues to meet daily, with various members taking responsibility for the many aspects of EAB Reunites! (Campus operations including security and property modifications; Teaching and learning schedules, Health and Safety requirements, Legal compliance and liabilities, Prevention of spread of Covid 19, Support for faculty, Increasing tech requirements, Business continuity, Financial monitoring and implications, Admissions, Faculty housing, Connections with other schools in Brasilia, Brazil, the U.S. and internationally, Student services, Communications both internally and externally.)

6. Audit Report



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- AP informed that the Audit company identified 6 main points that need to be discussed. The Report presentation was transferred to the next Board Meeting, on June 2nd.

The Board Meeting ended at 17:30 and the board members went into executive session.

Board President
Annette Windmeiser

Board Secretary
Marcia Farias