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## **American School of Brasilia**

### **Board Meeting – October 28, 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

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: 3.85
  - It was evident that all board members were prepared for the meeting, including reading the board materials in advance: 3.85
  - The discussion was focused and stayed on each topic at hand: 3.71
  - The different topics were not over-discussed: 3.71
  - Board members worked to seek consensus: 4
  - The board chair expedited the meeting, appropriately cutting off or re-focusing discussion as needed: 4
  - 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 -
    - b. Just right – 6
    - c. Poorly planned -
    - d. A waste of the board's time -

### **Call to order at 16:07**

#### **2. MAP presentation - Lesley Tait**

- Lesley Tait presented the MAP Achievement and Growth Results over the last five years;
- MAP stands for Measures of Academic Progress. It measures the student's growth in Reading, Mathematics and Language Usage. Scores are measured in percentiles and taken in the Fall of each year. It shows percentiles across all grade levels from K-10th grade;
- EAB has shown significant increases in both Growth and Achievement in the last three



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years, reaching the highest levels in the school's history.

- Some contributing factors:
  - Growth is the focus
  - Student expectations
  - Parent expectations
  - Data Analyses & teachers collaboration
  - Triangulation of assessment results
  - Intervention programs
  - Professional development in Language Arts and Mathematics
  - Teacher recruitment
  - Leadership

### **3. Strategic Planning - next steps**

- The retreat with the consultant Deb Welch was very productive. The Board achieved the expected results;
- The consultant Deb Welch will provide feedback and material from the Focus Group;
- Rafael Moura will create a document compiling all the topics discussed at the retreat;
- MP and Rafael Moura will create a communication plan to inform the community about how EAB is successful;
- Deb Welch suggested the creation of World Cafes with the community to inform parents about EAB's Master Plan;
- JS suggested to call these Community Cafes;
- Develop targets and talking points about academic achievements, facilities needs, diversity, to mention a few and create presentations based on these topics;
- After implementing these ideas, MP suggested to get quotes from different marketing agencies to implement and format the Communication Plan;
- JS suggested to bring Deb Welch again in the future. To be discussed with the Board.

### **4. Other Business**

- MF from the Governance Committee presented a solution for the Executive Session Minutes to be archived confidentially at EAB;
- The minutes will be written by the Board Secretary and handled to the HOS Secretary in a sealed envelope;
- EAB will purchase a fireproof safe so the Executive Session minutes can be archived in it; Tech Director will have the key and HOS Secretary a code. The safe can only be



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opened with a combination of key and code. HOS Secretary and Tech Director will archive the minutes every month;

- Tech Director will create a confidential website so the minutes can be uploaded as well.
- Only Board members will have access to this website. The Board Secretary will upload the minutes to this new website.
  - CP moved the action
  - MP seconded
  - All in favor

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Board President  
Annette Windmeiser

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Board Secretary  
Marcia Farias