



AASCA

ASSOCIATION OF AMERICAN SCHOOLS OF CENTRAL AMERICA

AASCA will be a model association that develops democratic leadership for today and tomorrow.

AASCA Principal's Conference

April 25, 2014

Escuela Panamericana

San Salvador, El Salvador





Present:

Maria Motz, American School of Tegucigalpa, Honduras mfmotz@amschool.org

Rita Sosa, Balboa Academy, Panama rsosa@balboa.edu.pa

Courtney Cullum, Colegio Mazapan, Honduras courtney.cullum@dole.com

Monica Sanchez, Marian Baker, Costa Rica msanchez@mbs.ed.cr

Miguel Gonzalez, Country Day School, Costa Rica miguel_gonzalez@cds.ed.cr

Bob Sinnett, American School of El Salvador sinnett.bob@amschool.edu.sv

James Di Sebastian, Escuela Americana, El Salvador disebastian.james@amschool.edu.sv

Uriel Zavala, Colegio Decroly, Guatemala uriel.zavala@decrolyamericano.com

Claudia Pardo, Escuela Panamericana, El Salvador pardoc@escuelapanamericana.org

Jeff Davis, American Nicaraguan School, Nicaragua jdavis@ans.edu.ni

Otto Chow, Colegio San Augustin, Nicaragua ochow@csa.edu.ni

Shirley Hooper, Colegio Maya, El Salvador shooper@colegiomaya.edu.sv

Roberto Atha, Lincoln International Academy, Nicaragua roberto.atha@lincoln.edu.ni

Edric Olsen, Colegio Americano, Guatemala colsen@cag.edu.gt

Harvey Cohen, Colegio Interamericano, Guatemala harvey.cohen@interamericano.edu.gt

Lois Takemura, International School at San Salvador takemuralois@gmail.com

Patrick Miller, Panamerican School, Costa Rica patrick.miller@panam.ed.cr

Charles Benavage, Lincoln School, Costa Rica cbenavage@lincoln.ed.cr

Giuseppe Mendolia, Colegio Maya, Guatemala gmendolia@cm.edu.gt

Erinn Magee, Balboa Academy, Panama emagee@balboa.edu.pa

Dan McKee, International School of Panama dmckee@isp.edu.pa

Austin Briggs, Colegio International Sampedrana, Honduras abriggs@seishn.com



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1. Review of Director's Minutes:

- a. Assess new AASCA Fee structure
 - i. Soccer: \$900 Largest expenses are field rentals
 - ii. Volleyball and Basketball: \$600
 - iii. Drama and Music: \$500
 - iv. Cross Country, Knowledge Bowl, and Leadership: \$400
 - v. Pilot Track and Field per school and Pilot Swimming per school: \$500
- b. We agree to continue with current fee structure for 2014-2015
- c. **PROPOSAL TO DIRECTORS: Financial Summaries of Events be included with Event Reports. We are attaching an Event Report template.**

2. Proposed Changes within the AASCA EVENTS MANUAL

a. Current Policy: Hosting AASCA Events

A hosting school is responsible for all planning, preparation and cost of the event. Information on the requirements for each event is detailed under that event (See appendix). Each host school head must ensure that a written report **(PROPOSED ADDITION) AND FINANCIAL SUMMARY OF COST OF EVENTS** is submitted to the AASCA Secretary to be attached to the minutes after the event has concluded, the purpose being to evaluate the effectiveness of the event and to make recommendations for improvement in the future.

3. Schools withdrawing from events after committing to the events:

There has been concern with schools withdrawing from events at very short notice. This creates difficulties for hosting schools (financial and logistical hardship) and scheduling complications with AASCA Events.

- a. Current Policy: REGISTRATION FEE Each school must pay no later than the first day of competition. Any school that withdraws within the 15 days prior to the start of the event must still pay the registration fee.

PROPOSAL TO DIRECTORS:

All schools that register for each AASCA event must do so at least thirty days prior to the event. Payment must be made upon registration. The registration fee is NON REFUNDABLE within thirty days of the event.



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4. Gold, Silver, and Bronze Divisions in Athletic Events:

Athletic Directors decided to give awards to the winners of consolation rounds. We like the increased playing time for all teams; however, we feel that there should not be awards given for these categories.

PROPOSAL TO DIRECTORS:

In order to maximize playing opportunities for all teams, we support the increased games in the consolation rounds. However, we recommend the elimination of special awards in these categories (silver and bronze) returning to place-appropriate awards.

5. Athletic and Activities Directors Meetings

PROPOSAL TO DIRECTORS:

Both Athletic and Activities Directors need to meet every year to respond to our growing organization with new sports and activities. In the past the Activities Directors are not included and this lack of communication has led to confusion over the rules and regulations of the non-athletic events.

Move the Athletic/Activities Directors' Meeting to the Invitational Soccer/Basketball/Volleyball Event every year. By joining the two events, we can eliminate the added expense of a separate trip for many Athletic and Activity Directors.

Their proposals are sent to both Principals and Directors, and are clearly intended for the next school year's activities. When the Principals meet in April, the AD proposals are discussed and recommendations are communicated to the Directors when they meet in May.

The Athletic/Activities Directors and Principals are advisors. The Directors need to make the final decisions as to any new changes that will be implemented the following school year.



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6. Parent Behavior at AASCA Events

- a. We all agree to enforce the existing rules and regulations
- b. When there are disruptive parents, the Host School notifies the visiting school Administrator who is responsible for working with the disruptive parent and enforcing the existing rules and regulations.

7. AASCA Events and Financial Report Template:

RECOMMENDATION:

**Approve the AASCA Events Report Template and Financial Report Template.
See submission.**

8. AASCA Events Manual:

As per Director's instructions, the Principal team has compiled a comprehensive and all-inclusive AASCA Events Manual. See Submission.

9. Email lists on the AASCA webpage

PROPOSAL TO DIRECTORS:

We recommend that in August, the AASCA Webmaster confirms that each email in the AASCA Directory is correct, using the information provided by each school's Director.

Each school should check to make sure that their emails are correct on the AASCA Webpage and notify the Webmaster of any changes needed.

Delete the email lists—everyone can find emails in the Directory (by school) (Allows for more accurate information and less misinformation)

10. Safety and Security at AASCA Events

- Concern over security for AASCA events within the region, with some countries representing a greater level of concern than others
- Each host school plans and implements the security precautions necessary for each venue for each AASCA event



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- Principals explained that this is done where necessary, but this is not regularly reported to visiting schools

PROPOSAL TO DIRECTORS:

Considering the varying security needs of the region, Directors should discuss the need for a safety and security protocol for each AASCA event to be communicated to all schools.

A. Add to the Event Invitation:

- a. Information that the safety and security of the event is appropriate for the city/country hosting the event and explain what measures are in place
- b. If necessary, recommendations for the safety and security of visiting school teams when not on school campus

B. Add to the Events Manual:

- a. Security Clause (after the Medical clause) that defines the security requirements of each host school.

C. Consider reimbursement to schools with demonstrated need for heightened security for the extra security provided at AASCA events

11. Insurance Concerns

Recommend that participating schools have travel insurance with medical coverage for each traveler

12. Options for Professional Development for AASCA Principal's Meeting

- a. Safety and Security Training from a professional security company
- b. Teacher Supervision and Evaluation and Motivation
- c. Set an agenda for points to discuss together as Principals
 - i. Best Practices
 - ii. School initiatives to share

RECOMMENDATION: Have a trial run for implementing PD and include one extra day for the conference—

Travel day Wednesday/Ice Breakers

Conference Thursday, Friday, Saturday

Travel day Sunday



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13. Middle School Athletics

Many schools would like to begin Middle School Athletic events, especially in Basketball and Volleyball. Interested Secondary Principals and Athletic Directors will invite AASCA schools to events as pilot programs, following AASCA rules and regulations.

14. Pilot High School Athletic Events:

Due to interest of schools and student athletes, the following new athletic events are proposed as pilot programs for the 2014-2015 School Year to determine if they are viable for the AASCA program:

- a. Track and Field
- b. Swimming

15. Reports on AASCA Events 2013-2014

- a. We propose that the AASCA Drama Report and Financial Report be used as the common AASCA Event Report followed by all host AASCA schools
- b. FEEDBACK forms need to be collected/emailed out at the end of each AASCA Event to allow host schools to get immediate information and not wait until the Principal's Meeting

A. Athletic Director's Meeting, Aug. 29 - Sept. 1, 2013
Balboa Academy, Panama

B. Leadership Conference, September 19-22, 2013
Escuela Americana, San Salvador, El Salvador

C. Tri-Association Conference, October 7-11, 2013
México, D.F. México

- Too much distance between hotels and school (where conference held)

D. Invitational Basketball, October 23-27, 2013
American School of Tegucigalpa, Honduras



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2013-14 Large School Basketball Report

American School of Tegucigalpa

November 6-9, 2013



Participants Girls

- Colegio Americano de Guatemala
- Colegio interamericano de Guatemala
- Colegio internacional de El Salvador
- Escuela Americana de El Salvador
- American Nicaraguan School
- Escuela internacional Sampedrana
- American School of Tegucigalpa

Final Standings

In the seventh place, AMERICAN NICARAGUAN SCHOOL

In the sixth place, COLEGIO INTERAMERICANO DE EL SALVADOR

In the fifth place, COLEGIO AMERICANO DE GUATEMALA

In the fourth place, COLEGIO INTERAMERICANO DE GUATEMALA

In the third place, ESCUELA INTERNACIONAL SANPEDRANA

In the second place, ESCUELA AMERICANA DE EL SALVADOR

In the first place, AMERICAN SCHOOL OF TEGUCIGALPA

Participants Boys

- Colegio Americano de Guatemala
- Colegio interamericano de Guatemala
- Village school of Guatemala
- Escuela Americana de El Salvador
- American Nicaraguan school
- Country Day School of Costa Rica
- Marian Baker of Costa Rica
- Lincoln School of Costa Rica



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- **International school of Panama**
- **Escuela internacional Sampedrana**
- **American School of Tegucigalpa**

Final Standings

In the eleventh place, VILLAGE SCHOOL OF GUATEMALA

In the tenth place, LINCOLN SCHOOL OF COSTA RICA

In the ninth place, INTERNATIONAL SCHOOL OF PANAMA

In the eighth place, COLEGIO AMERICANO DE GUATEMALA

In the seventh place, AMERICAN NICARAGUAN SCHOOL

In the sixth place, COUNTRY DAY SCHOOL

In the fifth place, COLEGIO INTERAMERICANO DE GUATEMALA

In the fourth place, ESCUELA INTERNACIONAL SANPEDRANA

In the third place, MARIAN BAKER SCHOOL

In the second place, AMERICAN SCHOOL OF TEGUCIGALPA

In the first place, ESCUELA AMERICANA DE EL SALVADOR

Positive Feedback:

- A well fluid event, from start to finish, personally would rank as VERY GOOD.
- Very well handle the schedule (Exact Times)
- Assistance was very good from other schools. (19 Teams participating)

Recommendations:

Our recommendations would be how our school will handle our parents in a future nearby. We had parents "misbehaving" as both our visitors. We expect comments.



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Financial Report



Income		Qua.	Cost	
School Fees	18	\$600		\$10,800.00
AST Budget				\$2,386.63
Subtotal				\$12,386.63
Expenses				
Basketball Balls	12	\$35.00		\$420.00
Referees				\$2,577.56
Congresillo Dinner				\$332.22
Dinner Closure				\$1,800.71
Trophies				\$1,241.05
STAFF, Delegates & Statistics, Nurse				\$572.79
Banners, Stickers & Documents				\$2,768.49
TV Screen and Computers				\$715.99
Energy (Enee)				\$190.93
Electric Plant Back Up RENT				\$1,145.58
Hydration & Water				\$715.00
Tables , Cloths and Flowers				\$525.05
EAGLE CARDS RE CHARGES (FOOD) DELEGATES, NURSE, STAFF				\$286.39
Maintenance Personnel				\$954.65
Subtotal				14,246.65
Total Incomes				\$12,386.63
Total Expenses				14,246.65
Result				-1,860.02

E. Invitational PANAMUN, October 29-Nov. 1, 2013

International School of Panama, Panama

- Balboa Academy and Colegio Americano Guatemala regularly attend
- Would love to have more AASCA schools attend!



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F. Knowledge Bowl, November 13-17, 2013
Colegio Maya, Guatemala

- Live score updates

G. Invitational Cross Country, November 20-24, 2013
American School of Guatemala, Guatemala

- RECOMMENDATION: Athletic Directors could help clarify “RELAY” race and “B” Team of Host School

H. Elementary Principal's Meeting, November 21-24, 2013
Lincoln International Academy, Nicaragua

I. Drama Festival, February 6-9, 2014
Lincoln School, Costa Rica

- AASCA Drama might be better as a sharing of talents not a competition
Improv Tournament should be the only competing category
- AASCA Drama coaches need to update the scoring rubric and guidelines
- Need to clarify that this is a FESTIVAL, not a COMPETITION

AASCA Drama Festival

Lincoln School, Costa Rica

February 6-9, 2014



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Participants:

Sampedrana School, Honduras
American School of Guatemala
Maya School, Guatemala
American School of El Salvador
International School of Panamá
Country Day School, Costa Rica
Lincoln School, Costa Rica.

Drama Disciplines: One-Act Plays, Scenes, Monologues and Improv

Guest Speaker: Senior IB Theatre Examiner, Improv and Stand-Up Comedian, Sherri Sutton.

Positive Feedback:

- Participating schools very pleased with our organization, venues and overall performance as hosts
- Excellent student participation as audience throughout the festival
- First-rate judging took the competition to a higher level
- Great experience with Hotel Holiday Inn Express and Transportation for our guests
- Friday Night Theatre at local venue, Teatro Espressivo, a hit

Recommendations:

- Guest Judges suggest revising judging rubric criteria because it is dated
- AASCA Drama might be better as a sharing of talents not a competition
- Improv Tournament should be the only competing category
- Theatre AASCA experts should meet at least every 4 years to revise Festival purpose and criteria



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Budget

Income	
Six School Fees	\$3,000.00
Subtotal	\$3,000.00
Expenses	
Contractors	
Lights Technician	\$350.00
Sound Technician	\$350.00
Graphic Design	\$75.00
Guest Speaker- Judge	\$1,000.00
Subtotal	\$1,775.00
Admin Expenses	
Printing Materials	\$150.00
Subtotal	\$150.00
Production Expenses	
Lights Rental	\$800.00
Stage Needs	\$180.00
Transportation	\$150.00
Other	\$125.00
Subtotal	\$1,255.00
Marketing	
Banners and Posters	\$250.00
Programs	\$300.00
Subtotal	\$550.00
Receptions	
Opening and Closing Ceremonies	\$1,000.00
Subtotal	\$1,000.00
Total Incomes	\$3,000.00
Total Expenses	\$4,730.00
Result	-\$1,730.00

J. Large School Soccer, February 19-23, 2014
Colegio Interamericano, Guatemala

K. Small School Soccer, March 5-9, 2014
Pan-American School, Costa Rica

2013-14 Small School Soccer Report

Pan-American School, Costa Rica

March 5-8, 2014

Participants:

Colegio American del Sur, Guatemala, Boys Team
Colegio Maya, Guatemala, Boys and Girls Teams
Saint Augustine School, Nicaragua, Boys and Girls Teams
Mazapan School, Honduras, Boys Team
Panamerican School, El Salvador, Boys Team
Country Day School, Costa Rica, Boys and Girls Teams
American International School, Costa Rica, Boys and Girls Teams
Marian Baker Schools, Costa Rica, Boys and Girls Teams
Pan-American School, Costa Rica, Boys and Girls Teams

Final Standings (for competitive events):

Boys:

In the ninth place, Marian Baker School, Costa Rica
In the eighth place, Colegio Maya, Guatemala
In the seventh place, American International School, Costa Rica
In the sixth place, Colegio Americano del Sur, Guatemala
In the fifth place, Country Day School, Costa Rica
In the fourth place, Escuela Panamericana, El Salvador
In the third place, Saint Augustine Preparatory School, Nicaragua (Bronze)
In the second place, Mazapan School de la Ceiba, Honduras (Plata+Trophy)
And, in the first place, Pan-American School, Costa Rica (Gold+Trophy)



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Girls:

In the sixth place, Marian Baker School, Costa Rica

In the fifth place, Country Day School, Costa Rica

In the fourth place, Colegio Maya, Guatemala

In the third place, Pan-American School, Costa Rica (Bronze)

In the second place, San Agustin School, Nicaragua (Plata+Trophy)

And in the first place, American International School, Costa Rica (Gold+Trophy)

Positive Feedback:

- Overall the event went well; there were no particular points mentioned by Principals or AD other than the high level of competition among teams present at the tournament, which led to an emotional tournament for all.
- Students complimented the food at the party held after the closing ceremony (Parrillada and Pool Party).

Recommendations:

- Don't use a travel agent for hotels, it is recommended to contact hotels directly.
- Make an email list especially for this event, the list on the AASCA page is often outdated and resulted in lack of information early on.
- Start opening ceremony on time, even if some schools have not arrived – not doing so resulted in a late departure.
- Confirm seating of previous year's winners when establishing the game schedule.
- Though the girls game schedule was made according to one of the AASCA approved options, two schools expressed concern about the few number of games played by the girls teams.



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Financial Report

Income	
School Fees	\$13,500
Student Fundraising / Donations	\$495
Parent Donations / Other Donations	\$495
Stand: Deporte Conex	\$470
Subtotal	\$16,527
Expenses	
Opening Ceremony and Icebreakers	\$5,676
Closing Ceremony and Awards	\$1,459
Pool Party after Closing Ceremony	\$9,265
Field Rentals	\$1,200
Referees	\$2,128
Additional Medical Staff/Ambulance	\$450
Hydration / Snacks / Other	\$1,993
Security	\$456
Subtotal	\$22,627
Total Incomes	\$16,527
Total Expenses	\$22,627
Result	-/+ \$6,100

L. Invitational G-I-N Conference, March 12-16, 2014
Carol Morgan, Dominican Republic

M. MS Choral Festival, The event was cancelled
American School of Guatemala, Guatemala

N. Large School Volleyball, April 2-6, 2014
Escuela Internacional Sampedrana, Honduras

- Recommendation: Cut down on warm-up time on the actual courts in order to allow for a more efficient game schedule. Offer separate warm-up areas off-court.
- Recommendation: Have a GAME START TIME to allow for the more efficient use of courts when games end early or late, etc. Teams will warm-up on their own off court when necessary



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O. Small School Volleyball, April 2-6, 2014
Marian Baker School, Costa Rica

Small School AASCA Volleyball Tournament

April 2 – 6, 2014

Final Memory

Participating Teams

Female			Male		
School	Country	Players	School	Country	Players
Colegio Maya	Guatemala	8	Colegio Maya	Guatemala	7
Country Day School	Costa Rica	11	Country Day School	Costa Rica	12
Mazapan School	Honduras	12	Mazapan School	Honduras	12
Marian Baker School	Costa Rica	12	Marian Baker School	Costa Rica	12
St. Augustine School	Nicaragua	12			
American International School	Costa Rica	12			
Total		67	Total		43
Female Teams		6	Male Teams		4
110 Students					

Courts

The games were played using two courts in the same gym. It was the first time we tried this at MBS and it worked because we were able to have two games going at the same time, one court for girls and one for boys. We will look into assigning a different place for players to keep bags and personal belongings for future events. Due to safety issues the players were not able to access the dressing rooms whenever they wanted but they had to wait for the game breaks. For Semi-finals and Finals the gym was rearranged to use one court.



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Final Results

Male Category	
First Place	Mazapan School
Second Place	Marian Baker School
Third Place	Country Day School
Sportsmanship Award	Colegio Maya

Female Category	
First Place	Mazapan School
Second Place	Marian Baker School
Third Place	Country Day School
Sportsmanship Award	Marian Baker School

Tournament MVP's

	Female	Male
School	Player	Player
Colegio Maya	Rebecca Contreras	Carlos Celis
Country Day School	Adriana Anchía	Sthefano Araya
Mazapán School	Ana Karelía O'Reilly	Jorge Leva
Marian Baker School	Nicole Montoya	Shannon Whitney
St. Augustine School	Nicole Ortega	
American International School	Elenrae Befus	

Summary

Overall, we felt this was a very successful tournament. The tournament was well organized and we were able to keep up with the program without major delays. The players and crowd behavior was outstanding, no incidents were reported.

MBS students greatly enjoyed the event but as a community we felt that teams came, played, and left. Very short time was spent on campus socializing with students from other schools. Few schools stayed watching games and supporting other teams.



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- P. MS/HS Principal's Meeting, April 24-27, 2014
Escuela Panamericana, El Salvador

16. Pledge Calendar 2014-2015

- a. Leadership Conference
Colegio Interamericana Guatemala
September 18-21, 2014
- b. Large School Basketball
Colegio Decroly, Guatemala
October 01-05, 2014
- c. Tri-Association Conference
Country Day, Costa Rica
October 8-10, 2014
- d. Small School Basketball
Marian Baker School, Costa Rica *ORIGINALLY ASSIGNED TO AIS, BUT THEY ARE NOT AT THE MEETING*
October 22-26, 2014
- e. PANAMUN
International School of Panama
October 29-31, 2014
- f. Knowledge Bowl
Colegio Internacional de San Salvador and Colegio Maya, San Salvador
November 5-9, 2014
*SAT that Saturday, students should make sure they sign up for another date
- g. Invitational Cross-Country
International School of Panama
November 19-23, 2014
- h. Music Festival
American School of Tegucigalpa, Honduras
January 21-January 25, 2015



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- i. PILOT Invitational Track and Field
Escuela Internacional Sampedrana, Honduras
January 29-February 01, 2015
- j. Invitational Soccer
Escuela Internacional Sampedrana, Honduras
February 11-15, 2015
Athletic and Activities Director First Annual Meeting
February 15-16 for meetings—travel the 14th (if not already at the event) and 17th
Escuela Internacional Sampedrana, Honduras
- k. PILOT Invitational Swim Meet
International School of Panama
February 26-March 01, 2015
- l. Large School Volleyball
Escuela Americana, San Salvador
April 15-19, 2015
- m. Small School Volleyball
Country Day, Costa Rica
April 15-19, 2015
- n. Principal's Conference
Pan-American School, Costa Rica
April 22-26, 2015 *one day extra for PD
- 17. Pledge Calendar 2015-2016
 - a. Leadership Conference
Mazapan, Honduras
 - b. Large School Basketball
American Nicaraguan School
 - c. Tri-Association Conference
 - d. Small School Basketball
AIS, Costa Rica
 - e. Knowledge Bowl
Escuela Internacional Sampedrana, Honduras



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- f. Invitational Cross-Country
American School of Tegucigalpa, Honduras
 - g. Drama Festival
International School of Panama
 - h. PILOT Invitational Track and Field
 - i. Invitational Volleyball
Lincoln School, Costa Rica
 - j. Large School Soccer
Escuela Americana Salvador
 - k. Small School Soccer
PanAmericana Salvador and Colegio Internacional San Salvador
 - l. Principal's Conference
Mazapan, Honduras
18. Community Service Award:
- We recommend "Fundacion Esperanza Por Honduras" in the small group category (Colegio Internacional Sampedrana)
-  [FEH PORTFOLIO.pdf](#)
19. Elections:
- a. President—Maria Motz
 - b. Vice President—Patrick Miller
 - c. Secretary—Erinn Magee
 - d.
20. Review and Approval of Conference Minutes
21. The Sosa Awards