

AASCA GENERAL DIRECTOR'S MEETING

LOCATION: Country Suites Hotel, Panama City, Panama
PRIMARY FACILITATOR: Mrs. Linda Niehaus, AASCA President
DATE: May, 1-2, 2009
TIME: 9:00 a.m.-5:00 p.m.



	NAME	SCHOOL		E-MAIL
1	Alegria Lores	Pan-American School	CR	alegrial@panam.ed.cr
2	Chester Stemp	Colegio Internacional	SA	c_stemp@intschoolsansal.com
3	Gloria Doll	Country Day School	CR	gloria_doll@cds.ed.cr
4	Jack Bimrose	Lincoln School	CR	director@lincoln.ed.cr
5	Jean Lamb	Balboa Academy	PA	jlamb@balboa-academy.org
6	Jeff Haun	Country Day, Guanacaste	CR	jeffrey_haun@cds.ed.cr
7	Linda Niehaus	Mariam Baker School	CR	director@marianbakerschool.com
8	Linda LePine	International School of Panama	PA	llapine@isp.edu.pa
9	Luis Chavez	Freedom School	HU	lchavez@happydaysschool.com
10	Maria Virginia Sanchez	TRI-ASSOCIATION		marsanc@uio.satnet.net
11	Martha Counsil	Mazapan School	HO	Martha.Counsil@dole.com
12	Paul Combs	Colegio Maya	GU	pcombs@cm.edu.gt
13	Ronald Vair	Escuela Sampedrana	HO	rvair@seishn.com
14	Stan Key	American Nicaraguan School	NI	director@ans.edu.ni
15	Sussie Parker	Colegio Maya, El Salvador	SA	maparker@colegiomaya.edu.sv
16	Tracy Berry Lazo	American School of Guatemala	GU	tberry@caq.edu.gt
17	Adolfo J. Gonzalez	Lincoln International Academy	NI	adolfo@lincoln.edu.ni

DISCUSSION ITEMS:

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| 1. Ice-breaker | 8. Election of AASCA Secretary |
| 2. Principal`s Report | 9. Treasurer`s Report |
| 2.1 Principals Recommendations | 10. Guidelines for Reimbursement |
| 3. AASCA opportunities for other Principals | 11. Membership Fees |
| 4. May 08/Oct 08 Minutes | 12. Follow up on Strategic Plan |
| 5. Calendar of Events 2009-2010 | 13. New members |
| 6. Tri-Association Conference, Santo Domingo | 14. AAIE Position Statement |
| 7. AASCA PD initiative | 15. Final Sharing |

1. Ice-Breaker

Directors introduced themselves and discussed a little about their schools and plans for next year.

2. Principal`s Report

Mrs. Rita Soza of Balboa Academy presented the report. **(Please see attached, Principal`s Meeting Minute, Managua, May 2009).**

In addition to the points outlined in the report, Mrs. Soza added:

- Bylaws of the Association were given to each Principal and discussed by them. One of the issues that they discussed was that members schools need to participate more and organize events.
- Website: Principals request a password in order to be able to correct mistakes or make changes in the website when they meet each year.
- It is important to submit reports on time. Tita Houser (AASCA Webmaster), can only update, change or include new information when Principals or Directors send reports of events on time.
- Principals from member schools were encouraged to add AASCA logo to their schools websites and a link to the AASCA website: www.aascaonline.net

She read the report and made comments on each of the Events of the year as recorded in the minute.

2.1 AASCA Principal`s Recommendations:

PM-R1: AASCA LARGE/SMALL DIVISIONS

Discussion began with the issue of Large/Small schools: Linda N. opened the discussion about School divisions; Stan K. suggested dividing them in three. Linda N. replied that Principals did not like that idea; their proposal was to keep two divisions and move some of the schools that are classified as small to the big division. Suggestions were made to keep big division and divide small into two: north and south, but this was refuted by Ron V.

Jack B. moved: Keep the two divisions as they are right now for the academic year 2009-2010 (9 schools in the big division and 14 in the small division), send this issue to the Athletics Directors for them to discuss. Adolfo G. seconded that proposal and the motion was accepted unanimously.

Linda N. reminded Directors that small division teams can participate in large school division tournaments or activities (It was agreed to revise bylaws on this topic).

PM-R2: PARTICIPATION IN AASCA EVENTS

Linda N. urged members to participate more. Ron V. indicated that if a school cannot participate, they need to explain the reasons. Stan K. pointed out that he can see the reason for that, but that the new schools joining are new to AASCA and will not be able to participate in all the events. Jack B. would like to encourage new schools to join AASCA, not to punish them for not participating in events; Stan K. and Tracy B. agreed.

Linda N. added that it is a big deal to host an event, and new schools or new principals will need more guidance. Suggestions were made to revise all Event guidelines on the web and re-examine specific guidelines regarding expectations for initial and continued membership as outlined in Recommendation No. 2 of the Principals Minute.

PM-R3: ATHLETICS DIRECTORS MEETING, PD COMPONENT

An agreement was reached whereas the Athletics Directors should outline their professional development necessities and send that information to the President of AASCA.

Linda N. moved to accept recommendation No. 3 in the Principals minutes as written. Stan K. seconds that proposal and the motion was approved unanimously.

Martha C. added that the Mazapan School will host the AD meeting and will do work on the PD component.

PM-R4: KNOWLEDGE BOWL

Stan K. moved to accept this motion as written in the Principal`s Minute, Tracy B. seconds the proposal and the motion was accepted unanimously.

PM-R5: THE MUSIC FESTIVAL

Ron V. explained what the Music Festival is all about and added that Music teachers are dynamic; therefore the festival has become a competition. Jack B. suggest that we should include that this event is not a competition, it is a festival to share student`s talents with other schools. There must be an emphasis is COOPERATION not COMPETITION. The Music Festival guidelines are not in the web. (Check and revise and if necessary write them/rewrite them).

Stan K. suggested that the name of the festival should be changed in order become more specific to its nature of a non-competitive event... AASCA officials should revise guidelines.

Mary Virginia pointed out that if the Music Festival is not a competition, then why AASCA appoints judges to it. Ron V. explained that the judges are supposed to help students grow as performers but they have been ranking plays and students.

Alegria L. moved that AASCA officials revise guidelines for the Music Festival; Stan K. seconds that proposal and the motion was passed unanimously.

PM-R6: MEDIA FESTIVAL (TWO DAYS OF FESTIVAL)

The Media festival (two days only) will bring students together; they will work on a presentation and share examples of their work. Gloria D. added that it will probably start small and that she would like to host it.

Stan K. recommended changing the date, in the month of May it would be very difficult to organize. He added that we could consider it as a pilot for this year. Let`s remember that invitational events are not supported by AASCA funds, but pilot event are. Jack B. suggested that the Film Festival be added as a pilot program for the upcoming year.

Stan K. moved that the Media Festival is accepted as a pilot event for the upcoming year; Linda N. seconds and the motion was passed unanimously.

Recommendation was made to revise date, and explore with Gloria D. the possibility for hosting this event.

PM-R7: CROSS COUNTRY INVITATIONAL (PILOT PROGRAM)

Linda N. began discussion about the calendar and that it is very difficult to include more events on it. Ron V. added that schools will not participate.

Stan K. moved that the Pilot Cross Country Invitational event is changed to an invitational event and be evaluated next year. Tracy B. seconds and the motion was accepted unanimously.

PM-R8: ALL COMMUNICATION IN AASCA WEB IN ENGLISH AND SPANISH

This topic began because all AASCA sport events guidelines in the web are in Spanish Language. Every sports guideline will have to be translated into English. Adolfo G. will check if documents exist in English.

Jeff H. moved that AASCA Athletics/Sports related documents be translated into English. Gloria D. seconded and motion was accepted unanimously.

PM-R9: AASCA MISSION, VISION, CORE VALUES AND GOALS ON WEBSITE

Discussion continued on this and previous topic (Website: English and some things in Spanish, just related to sports or a complete bilingual website). Gloria D. indicated if the intention of AASCA Directors was to develop a bilingual website.

Amendment was made for PM-R8 as written and includes PM-R9: **ALL INFORMATION ON AASCA WEBSITE WILL BE IN ENGLISH AND SPANISH. AASCA WEBSITE WILL BE A BILINGUAL PORTAL.** Linda N. moved and Adolfo G. seconded, and the motion was accepted unanimously.

PM-R10: BEHAVIOR CONTRACT (PARENTS/STUDENTS/COACHES) IN WEBSITE

Linda N. moved to approve that **AASCA behavior contract** for parents, students and coaches will appear in the AASCA website in English and Spanish, Linda L. seconded and the motion was accepted unanimously.

PM-R11: PASSWORD TO ACCESS/UPDATE/CHANGE WEBSITE

Linda N. moved to keep the webmaster as the only source of change for the AASCA website. Tracy B. seconded and the motion was approved unanimously.

Martha C. moved that before the webmaster can upload documents or make changes, those have to be approved by the school director/principal of the submitting school and then reviewed by the AASCA President. Alegria L. seconded and the motion passed unanimously.

PM-R12: MR. TOM LITECKY VOLUNTEERS TO EDIT ENGLISH G. IN AASCA WEB

Linda N. indicated that on behalf of AASCA, she will send Mr. Liteckly a thank you note, accepting his generous contribution. Linda moved, the motion was seconded then unanimously approved.

PM-R13: AWARD CRITERIA FOR SECOND PROJECT/COMMUNITY SERVICE

Linda N. indicated that the criteria for both projects is already on the website, eventhough, a revision will be made.

PM-R14: OUTSTANDING COMMUNITY SERVICE AWARD TO LIA

Linda N. moved that the recommendation made by the principals is accepted, and that the video of the project "Colegio Sagrada Familia" made by students from Lincoln International Academy (LIA) in Managua, Nicaragua, be declared the winner for the 2008-2009 School-Wide Innitiative for Communtiy Service. The motion was seconded and unanimosly approved. There were no projects presented for the Smaller level Innitiative.

PM-R17: DISCOVERY EDUCATION NETWORK BE CONSIDERED ON REGIONAL BASIS

Jean L. recommended Discover Education Network. She even indicated that she would give up other things (due to budget cuts) before getting rid of Video Streaming.

Mary V. has had no communication with United Streaming, but she just got an email from the ASOMEX president indicating that four schools are using it right now, and ten more are interested that TRI looks for a regional deal. **Mary V. will find out about a possible group agreement in order to get a better deal for member schools.**

Ron V. provided the following links and fees:

Discovery Education http://www.discoveryeducation.com Fee (first year) \$4,290 After the second year: \$3,995 (*) Discovery Ed. is the same as United Streaming	Safari Montage http://www.safarimontage.com/Content/Default.aspx Annual Fee (first year) \$4,666.55 After the second year: \$2,000
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3. Opportunities for sharing/growing: Other Area Principals

Linda L. reflected that as of right now, there are no opportunities in AASCA for Elementary and Middle School Principals to grow professionally. All activities are based on the calendar of events and/or issues related to secondary school. Elementary school principals, when they have participated at the Principal`s meeting, have felt disengaged. Linda L. added that International School of Panama (ISP) would like to begin an Elementary invitational event to facilitate that all elementary Principals meet and share.

Several recommendations followed on where to do it, how often or even to decide for setting up a similar Principal net (like the one at AAIE) or blog/email initiative for the webmaster. Mary Virginia talked about the initiatives done at TRI to set up job-a-like sessions; she will think about it and she might include them again in future TRI conferences or include an extra day (as pre-conference) for Elementary principals for the 2010-2011 Tri meeting, which will take place in MONTERREY, MEXICO.

Linda N. will talk to AASCA webmaster to see if she could take this as one more task to do. Gloria D. reminded us that AASCA is basically events driven and recommended to revise what other regional associations are doing regarding other area principals to see if they are more inclusive than AASCA. Stan K. suggested passing this to the Elementary principals. Depending on outcome, there would be a possibility to begin and Elementary Principal's Meeting in the year 2010-2011.

Gloria D. moved to set up a blog in the AASCA website for Elementary Principals, Stan K. seconds and the motion was accepted unanimously.

Stan K. moved that AASCA provides in its website a job-e-link in order for teachers to post intentions of relocation and/or schools to be able to post job openings; Tracy B. seconds and the motion was accepted unanimously.

4. Minutes from GDM (May and October 2008)

Adolfo G. read minutes from the meetings in Antigua and Costa Rica. Linda N. moved to approve minutes for the May and October meetings; Sussie P. seconded and the motion passed unanimously.

5. AASCA Calendar of Events 2009-2010

Calendar proposed by Principals was discussed(*). **Gloria D. moved to approve the below AASCA events calendar for 2009-2010, Tracy B. seconds and motion was accepted unanimously.**

EVENT	SCHOOL	COUNTRY	DATES
AD CONFERENCE	Mazapan School	HON	SEP 17-20
LEADERSHIP CONFERENCE	Lincoln School	CR	SEP 24-27
SMALL SCHOOL BASKETBALL	Marian Baker School	CR	OCT 07-11
LARGE SCHOOL BASKETBALL	American Nicaraguan School	NI	OCT 07-11
TRI-ASSOCIATION CONFERENCE	Renaissance Jaragua Hotel, S. Domingo	DR	OCT 13-17
KNOWLEDGE BOWL	American School of Tegucigalpa	HO	NOV 11-15
DRAMA FESTIVAL	Escuela Internacional Sampedrana	HO	FEB 03-07
LARGE SCHOOL SOCCER	American School of El Salvador	SA	FEB 24-28
SMALL SCHOOL SOCCER	ISP/Balboa Academy	PA	MAR 10-14
MIDDLE SCHOOL CHOIR	Country Day School	CR	MAR 17-21
INVITATIONAL VOLLEYBALL	Colegio Interamericano	GU	APR 14-18
PRINCIPALS CONFERENCE	Escuela Panamericana	SA	APR 09-12
GENERAL DIRECTORS MEETING	MIAMI	US	APR 22-25
CROSS COUNTRY INVITATIONAL	American School of El Salvador	SA	JAN 28-31
MEDIA FESTIVAL PILOT	Country Day School	CR	TBA

NEW

(*Tracy B. recommended "Destination Imagination" (she will send more information) as a possible event to add in the future. www.idodi.org. Jack B. moved to schedule GDM in Miami for next meeting, Stan K. seconds and motion passed unanimously. Jack B. moved to change dates of PC and GDM, Adolfo G. seconds and motion passed unanimously.

6. Tri-Association Conference, Santo Domingo, Dominican Republic

Mary Virginia invited all to participate at Tri-Conference in Santo Domingo. She handed out the program and outlined other important information. She added that the Tri-Association Board had selected Jack Delman as the 2009 Paul G. Orr recipient.

This year the TRI received its 3rd OSAC grant for the Mano a Mano Cohort, and she encouraged Directors to promote this program. The Mano a Mano will begin with a five day session at the TRI conference on "Developing the reading brain...." The OSAC grant will cover conference fee and pre-conference, the follow up online project, online conference course in the spring and part of the expenses of the summer in Antigua.

Mary Virginia added that she will look for venues for TRI schools on the following: International Teaching Certificate for host country teachers; United Streaming, Pre-conference institutes for Elementary principals and/or Job-a-like sessions, membership for Secondary School Principal Association (maybe a similar deal as the one TRI has with the Elem. Principal Association).

She also told directors that Mr. Barry McCombs from Colegio Nueva Granada in Bogota is working to set up a Recruiting Fair for Tri in Miami, probably in the month of January, before the other recruiting fairs. A recommendation was made that this fair should be scheduled for the beginning of April or after the other fairs have taken place.

Tri-Association Fees increased \$80 dollars only and because EBSCO fee increased on that amount. The conference fee is the same as last year.

7. AASCA Professional Development Initiatives

After discussion on why the PD initiative for the 2008-2009 year was not possible, Linda N. asked the directors if AASCA really wants to do PD. The worst would be to say yes, and then do nothing; do we want to make any effort to provide professional development? Directors shared what they are doing for PD this year and a list of professionals was outlined (attached) as means of PD collaboration. Many schools are doing the "embedded PD" and complement it with consultants. Discussion continued with ideas that schools doing staff development could invite other schools to participate and this way share costs. If informed, the president will send e-mails about PD initiatives in the region but there will not be an official AASCA PD for 2009-2010.

Stan K. moved that AASCA develops a professional development calendar of the activities organized by each individual school, Paul Combs seconded, and everyone approved.

8. Election of AASCA Secretary

Adolfo G. talked about the Secretarial work completed and that all secretarial documents were scanned as PDF documents and are now in a single data disc. Secretarial folder was reorganized by years. Documents on folder date back to the year 2000.

Linda moved to reelect Adolfo G. for one more year, Stan K. seconded and motion was accepted unanimously.

9. AASCA Treasurer`s Report

Ron V., AASCA Treasurer presented balanced Report for the year 2008-2009:

AIS school does not pay total Fee. AASCA has been subsidizing this school with TRI, EBSCO and other dues. After discussion, **Jack B. moved that on respect to this school seniority on the association, AASCA solidarity and spirit of collegiality, to accept them o their terms for one more year in the association. Stan K. seconded and motion was accepted unanimously.**

A recommendation was made that AASCA officials write a policy on monetary subsidies AASCA can provide, which involves written request to AASCA and a written response of outcome.

Balance as of September 30, 2008		
Money Market Funds	\$	101,582.59
Checking Account	\$	4,034.00
	\$	105,616.59
Dues Collected 2008-2009	\$	31,500.00
CASH	\$	137,116.59
Pending Dues for 2008-2009		
Salvador	\$	3,500.00
dor	\$	3,500.00
ica	\$	3,500.00
, Guatemala	\$	3,500.00
, Costa Rica	\$	3,500.00
Total Pending Dues	\$	17,500.00
Expenses for the year 2008-2009		
Tri-Association	\$	33,220.00
Total Expenses	\$	33,220.00
Cash	\$	137,116.59
Total Expenses	\$	33,220.00
Closing Balance	\$	103,896.59
Receivables	\$	17,500.00
Total Assests	\$	121,396.59

An intense discussion began on events that are not properly budgeted and AASCA has to reimburse considerable amounts of money. Ron V. indicated that some events cannot be run with the \$400 dollars fee, taking into account that not many schools participate. Linda N. reminded directors that since the year 2000 there have been nine requests for reimbursement (nine out of thirty six activities sponsored during these years). So far, AASCA has paid what has been submitted. Reimbursements fall in the range from \$1000 to \$7000.

Discussion followed on the overrun cost of the small school basketball at ISP. Jack B. suggested a policy. Stan K. reminded all that directors need to be gate keepers; the association does not have an unlimited pocket for overruns. Linda N. recommended all directors that prior to an event to please read web guidelines carefully. Ron V. agreed and added that in order to run an event a minimum amount of participants must be in place or events should be canceled. Jack B. added that on these uncertain economic times directors need to control funds, and everyone should follow guidelines. Chester S. enquired if an AASCA event makes money, should directors give it back to AASCA? Linda N. answered that she has done that on her events.

10. Guidelines for Events Reimbursement

Gloria D. moved to accept the following guidelines as the only source for reimbursement for AASCA Athletics events:

- Meal at the opening
- Meal at the closing ceremony

- Beverages during the games (water, Gatorade, try look for water companies for free)
- Coffee room for coaches (usually parents association)
- Traveling plaque, medals and certificates (AASCA does not give trophies)
- Referees and referees traveling expenses
- transportation,

Paul C. seconds and the motion is accepted unanimously.

Alegria L. moved to accept the following guidelines as the only source for reimbursement for AASCA Festival events:

- meal at the opening
- meal at the end
- beverages during festival
- professionals (transportation, hotel, meals, cost)
- transportation

Tracy B. seconds and the motion is accepted unanimously.

Linda N. presented this year`s overrun events:

1. SMALL SCHOOL VOLLEYBALL, Honduras, around \$2000
2. SMALL SCHOOL BASKETBALL, Panama, around \$7200
3. PRINCIPALS CONFERENCE, Managua, under \$2000
4. MUSIC FESTIVAL, Honduras, around \$4000

Gloria D. moved to cover all 2008-2009 bills as submitted, Jack B. seconds and the motion was accepted unanimously.

Martha C. pointed out that she forgot to submit bills for past events. Linda N. asked directors if they would like to consider past events overruns. Discussion followed, and **Stan K. moved to allow Mazapan School to submit receipts for an amount up to \$3000 for past events, Alegria L. seconds and the motion was accepted unanimously.**

Discussion continued on overrun cost and how to avoid them. Stan K. reminded everyone that when a school hosts an event there is a benefit for them since they are not expending in sending teams, airplane ticket, per diem expenses, etc. and schools should be mindful of what they request for reimbursement.

Alegria L. moved to set a limit for override of expenses on \$10 dollars per student per event with no maximum for 2009-2010 and reevaluate this measure in the next GD meeting in Miami, Stan K. seconds and the motion was accepted unanimously.

11. AASCA Membership Fees 2009-2010

Discussion began on the concern directors have regarding the lack of information on the funds AASCA has kept in the Market Fund. Ron V. explained that the vast majority of the money is at Chase Bank but he is considering other options too. Gloria D. asked what was the idea to keep so much money in the bank? Linda N. explained that five years ago,

AASCA decided to build a reserve capital and added that at next year meeting, a discussion could take place to address the AASCA Reserve Capital.

Alegria L. moved that AASCA does not raise membership fee, Sussie P. seconds and motion was accepted unanimously.

Maria Virginia reminded all that Tri-Association needs to pay fees in the month of September and recommended that AASCA directors take that into account to be able to pay AASCA membership fee on time.

Stan K. moved to charge a late penalty fee of \$500 if fee is not fully paid by January 1st, AASCA treasurer will send three warnings, and after deadline, schools will have to pay the additional late penalty fee. Schools with financial difficulty could appeal to AASCA president for an extension in writing. Alegria L. seconds and the motion was accepted unanimously.

12. Follow up on Strategic Plan

Strategic plan outcome was discussed and some recommendations were made for minor changes. Tracy B. made the last suggestions and they were accepted. **Jack B. moved to accept AASCA core values, vision, mission and goals as stated below, Adolfo G. seconded and the motion was accepted unanimously.**



CORE VALUES

AASCA is committed to:

1. Principles of democracy
2. Community service and service learning
3. Providing English and host country instructional programs that empower learners to reach their full potential
4. Education for success in a diverse global economy
5. Formal external accreditation as a standard for educational excellence
6. Building community through a variety of activities and experiences
7. Fostering behaviors leading to conservation of resources

GOALS

1. Facilitate professional development opportunities and resources to enhance the teaching-learning process
2. Provide a broad range of activities for students with social, learning, and performance objectives
3. Promote community service and service learning in all member schools
4. Strengthen AASCA`s organizational identity and sustainability

13. Guidelines for new membership request

Discussion continued on the guidelines for new schools requesting membership. Ron V. indicated that he will complete guidelines.

Linda N. indicated that as of right now two schools are non-voting members and both are pursuing accreditation. Alegria L. suggested that that AASCA only accepts accredited schools as full members.

Stan K., following a recommendation made by Mary Virginia, moved to accept new schools as non-voting invitational members for a three year trial period; these schools must be candidates to accreditation from one of the regional accreditation agencies and/or CIS, have English as the primary language of instruction and indicate that are in full agreement with AASCA core values, mission and vision. Linda L. seconded and the motion was accepted by majority. Jack B. opposed.

Suggestions were made to Ron V. that the guidelines should include that in order to change status from non-voting invitational member to full member; AASCA will require a copy of the accreditation certificate.



Alegria L. moved that Schools that currently are full members but not accredited, will be required to achieve accreditation in a three year period, meanwhile maintaining their current membership status. (July 31, 2012). If schools do not achieve accreditation in that period, they will have to report AASCA the situation. Tracy B. seconded and motion was accepted unanimously.

Based on new guidelines accepted, Linda N. updated membership status of three schools accepted last year.

VOTING MEMBER:

1. Country Day Guanacaste.

NON-VOTING INVITATIONAL MEMBERS:

1. Saint Augustine Preparatory School, Managua, Nicaragua.
2. Happy Days School/Freedom High School, Honduras.

14. AAIE Position Statement

Position Statement by AAIE was read and discussed. **Paul C. moved that AASCA adopts this statement too. Martha C. seconded and the motion was accepted unanimously.**

15. Final Sharing

The meeting concluded with several current topics of interest for directors. Everyone shared on current efforts on: PD, new technologies at school, Online courses, Software used, possible Chess Invitational Lincoln, CR., salary increase for teachers, tuition increase, budget, enrollment for next year, etc. It was agreed that this was a beneficial an important aspect of the GD meeting.

The meeting was adjourned by the President at 1:15 p.m. on Saturday, May 2, 2009 Panama City, Panama.