

AASCA General Director's Meeting

LOCATION:

Residence Inn, Aventura, Florida

PRIMARY FACILITATOR:

Mrs. Linda Niehaus, AASCA President

DATE:

April 23-24, 2010

TIME:

9:00 a.m.-5:00 p.m.



VISION

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

MISSION

AASCA provides opportunities for schools communities to participate in activities to develop their full potential, social responsibility, and global citizenship.

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

AASCA

	NAME	SCHOOL		E-MAIL
1	Alegria Lores	Pan-American School	CR	alegrial@panam.ed.cr
2	Claudia Pardo	Escuela Panamericana	SA	pardoc@panamschool.edu.sv
3	Ellen Stern	Colegio Maya	GU	estern@cm.edu.gt
4	Gloria Doll	Country Day School	CR	gloria_doll@cds.ed.cr
5	Jack Bimrose	Lincoln School	CR	jbimrose@lincoln.ed.cr
6	Jean Lamb	Balboa Academy	PA	jlamb@balboa-academy.org
7	Jose Oyanguren	St. Augustine Preparatory School	NI	headmaster@csa.edu.ni
8	Ken Templeton	Escuela Americana	SA	templeton.ken@amschool.edu.sv
9	Liliana Jenkins	American School	HO	ljenkins@amschool.org
10	Linda Niehaus	Mariam Baker School	CR	director@marianbakerschool.com
11	Linda LePine	International School of Panama	PA	llapine@isp.edu.pa
12	Martha Maristany	Colegio Decroly Americano	GU	maristany@decrolyamericano.com
13	Rob Gronniger	Colegio Americano Guatemala	GU	rgronniger@cag.edu.gt
14	Ronald Vair	Escuela Sampedrana	HO	rvair@seishn.com
15	Stan Key	American Nicaraguan School	NI	director@ans.edu.ni
16	Suzy Gonzalez Bermudez	Colegio Maya, El Salvador	SA	sbermudez@colegiomaya.edu.sv
17	Adolfo J. Gonzalez	Lincoln International Academy	NI	adolfo@lincoln.edu.ni

DISCUSSION ITEMS:

- Minutes from GD meeting in Panama
- Minutes from GD meeting in Santo Domingo, Dominican Republic
- Principal`s Conference Report
 - AASCA Principal`s Recommendations
- Drama Guidelines
- Job Description of the President of the Athletic Directors
- AASCA Executive Secretary
- Potential New members
- AASCA Flag
- Meeting for the Elementary Principals
- AASCA Official Statement about AvancED new policy
- AASCA Finances
- AASCA Dues
- EBSCO
- Events Fees
- Guidelines for Event Reimbursement
- AASCA Calendar of Events 2010-2011
- Elections
- Next meeting

1. Minutes from GD meeting in Panama

Linda N. indicated that minutes from the spring meeting (Panama City, Panama, May 2009) were in the packet and gave everyone a few minutes to review the minutes. Stan K. moved to accept minutes for GD May 2009 meeting. Jean L. seconded the motion and everyone approved unanimously.

2. Minutes from GD meeting in Santo Domingo, Dominican Republic

Adolfo G. read minutes from the fall meeting (Santo Domingo, Dominican Republic, October 2009). Gloria D. moved to accept fall meeting minutes and Linda L. seconded the motion. The motion was approved unanimously.

3. Principal's Conference Report

Claudia P. from Panamerican School of El Salvador presented the Report from the Principal's Conference. (**Please refer to Principal's Meeting Minute, San Salvador, El Salvador, April 2010**).

3.1 AASCA Principal's Recommendations:

PM-R1: Large Vs. small schools

Division of Small and Large Schools. Linda N. read Principals recommendation and reminded directors that similar discussions had taken place in the past. Gloria D. recommended to revise policy one more time and adhere to what the policy indicates. Stan K. suggested not to accept this recommendation based on the current policy, revise policy and then probably suggest changes. Ron V. suggested to revise policy and change it. *AASCA member schools are divided into two athletic divisions based on student population in grades 7-12. "Small Schools" have a population not exceeding 370 and "Large Schools" have a population beyond 370.* Ron V. suggested to change the number of students from 370 to 300. Liliana J. moved to change the policy from 370 to 300, Claudia P. seconds, 12 directors were in favor while 2 opposed to the change. **The motion passed. On September 1st, each school needs to submit their enrollment and the division for the year will be determined.**

PM-R2: Schools should not feel obligated to send AD to every athletic event

Ellen S. moved to accept the second recommendation by principals. Gloria D. seconded, and the motion was accepted unanimously. It is important to remember that each school must send an administrative representation to all tournaments.

PM-R3: Member school duties to maintain membership status

Linda N. read the third recommendation made by the Principals. Discussion followed, and it was agreed that schools should participate and should be willing to host events but not make it mandatory. Linda N. moved not to accept this recommendation; Alegria L. seconded the motion and the motion passed unanimously.

PM-R4: Wiki and unlocked section for events in AASCA website

Ellen S. suggested that this recommendation was tied to recommendation 12 and if AASCA hires a part-time or full time executive, he/she could handle this and all events. Alegria L. suggested tabling this topic for later discussion.

PM-R5: Increase fee for events base on specific guidelines

Ron V. indicated that basically three events (soccer, large basketball and drama festival) are the ones that need a participation fee of more than \$400 dollars. Linda N. recommended studying the cost of events and number of participants looking for patterns in order to propose a change to the fee. Liliana J. suggested a transportation fee in addition to the participation fee. Ron V. and Linda N. were appointed to revise this recommendation and propose a solution.

PM-R6: Invitational events to follow same reimbursment policy as regular e.

Jack B. indicated that this recommendation is not consistent with the policy. Discussion followed about policy, transportation fee, number of official tournaments per year, student fee instead of flat fee per team and budget. Ron V. moved to reject this recommendation, Liliana J. seconded the motion and it was unanimously approved.

Discussion continued about Invitational events, they are not AASCA events, but are under AASCA umbrella. Gloria D. suggested to consider them as AASCA events but not official events and then moved to consider Invitational events under the umbrella of AASCA where each organizing school can set fees as they see it needed and students participating in them must abide by AASCA rules of participation. Claudia P. seconded the motion and everyone approved it.

PM-R7: Continue Cross Contry In. and strongly encourage participation

Ken T. did not agree, based on that this is not an AASCA official event, and he moved to reject this recommendation. Liliana J. seconded and the motion was approved unanimously.

PM-R8: Consider three projects for the AASCA Community Service Award

Claudia P. explained that one project was rejected but the Principals recommended the other three projects for the award. Gloria D., Ellen S. and Ron V., agreed on following the recommendation made by the principals indicating that we need to promote more participation in the AASCA Community Service Award. Stan K. moved to accept the recommendation and award each school \$500 dollars instead of dividing the prize among the three projects. Rob G. seconded the motion and directors voted. It is important to mention that none of the three GD from the chosen schools participated in the vote. 13 directors were in favor and one opposed. The motion passed. AASCA Community Service Award will be granted to: Colegio Maya GUA; Lincoln International Academy, NIC; and American School of Tegucigalpa; HON.

Ken T. moved that Principals should just choose one project. Rob G. seconds and 6 voted in favor and 5 against. At that moment motion passed. Guidelines for AASCA Community Service Award indicate that project presentation needs to be sent to the Principals' meeting in the

spring and the principals will select the top three projects they receive in each category. These will then be sent to the Directors meeting where the award-winning project will be chosen.

PM-R10: Accept Drama Festival Guidelines

Linda N. indicated that Drama Guidelines were recommended by Colegio Maya and the American School in Guatemala, later compiled by EIS and sent to her to be accepted as the official guidelines for this event. Linda N. gave guidelines to each director and proposed to move this recommendation to new business for the meeting.

PM-R11: Job Descriptions for AD President and Host AD

Claudia P. read recommendation made by Principals and Stan K. proposed to move this recommendation to new business for the meeting.

PM-R12: Executive Secretary for AASCA

Ken T. indicated that this recommendation was one of the most important in the minute. Discussion followed on many related topics such as the website and the outstanding job that Tita Hauser has done with the AASCA webpage. Ken proposed to move this recommendation to new business also.

4. Drama Guidelines

Ron V. explained that drama guidelines are not posted in the website. He presented the guidelines as proposed by E.I.S. Gloria Doll moved that AASCA Drama Festival Guidelines were accepted as written. Adolfo G. seconds. Discussion follows when Liliana J. recommends that before uploading in the website guidelines are revised and edited. Gloria D. recommended that the principals should be the ones who revise the guidelines.

5. Job Description of the President of the Athletic Directors

Linda N. presented two job descriptions as outlined by the Principals in the Principals' Report. Stan K. explained that the position existed but there were no guidelines.

- a. Job Description of Host Athletic Director
- b. Job Description for the Athletic Director President

Liliana J. asked if Directors needed to get in such detail for this issue. Stan K. suggested that there were some financial issues involved and Principals wanted clear guidelines. Linda N. read each one of the descriptions. Gloria D. stated that what was just read were more like responsibilities than any other thing. Stan K moved to approve both job descriptions but change them to responsibilities, Liliana seconded the motion and everyone approved. Linda N. indicated that she will translate both responsibilities and post them on the AASCA website.

6. Executive Secretary (responsibilities outlined in the Principals' Minute)

Claudia P. shared what principals talked about during their meeting and proposed in their minute. Jean L. did not agree and indicated that to have a person who will attend all events

would be very expensive. Stan K. did not agree with the recommendation made by the Principals to have someone as a full time Executive Secretary. The motion was rejected unanimously and a task force was appointed (Liliana J., Maria and Adolfo G.) in order to look further into this issue.

7. Potential New members

Ron V. explained that last year Liliana J., Martha C. and him worked on the guidelines for potential new members for AASCA. New Member criteria will be posted on the web. Discussion followed and Stan K. suggested that a visit should be included. Adolfo G. indicated that that was part of the process. Ellen S. suggested that the paragraph about IB should be eliminated because IB is not an accrediting agency. Ken T. moved to adopt the AASCA New Members Guidelines with the right to review by email, Liliana J. seconded the motion and the motion passed unanimously.

8. AASCA Flag

Linda N. indicated that Tracy B. from the American School in Guatemala was going to send some samples for the flag. Ron V. will ask Tracy B. in order to have the samples for next year meeting.

9. Meeting for the Elementary Principals

Linda N. opened her house and school in San Jose, C.R. to do this meeting. Ken T. commended Linda for this initiative and stated that there are more students in Elementary (in most AASCA schools) and this meeting should be promoted by AASCA. Linda N. will send agenda and date for the first meeting for AASCA Elementary School Principals.

10. AASCA Official Statement about the new policy of AdvancED

Stan K. proposed that AASCA makes an official statement to AdvancED about the negative aspects of the new policy of AdvancED of posting SAR and QAR Team Reports on their website and make them public. Stan K. will send directors a draft letter and he moved that AASCA makes an official statement about making public SAR and QAR reports. Then He moved the proposal as a motion, Liliana J. seconded the motion and everyone approved unanimously. Linda N. will communicate with Joe Nagy, Mary Virginia, and Asomex and Paul Poore to tell them about AASCA position on this issue.

11. AASCA Finances

Ron V., Treasurer of AASCA, presented the Financial Report for the year 2009-2010. He read the report and Jean L. moved for the Financial Report to be approved. Gloria D. seconded the motion and all the directors present were in favor. He indicated that all AASCA accounts have been transferred from Chase Bank to TD bank.

Linda N. indicated that that the Leadership conference made a profit of more than \$3000 and presented this year's overrun events:

- 10. SMALL SCHOOL VOLLEYBALL, Honduras, around \$2000
- 11. SMALL SCHOOL BASKETBALL, Panama, around \$7200

- 12. PRINCIPALS CONFERENCE, Managua, under \$2000
- 13. MUSIC FESTIVAL, Honduras, around \$4000

She requested to reimburse at least some of the transportation because those events stayed on the \$10 dollar expense. Stan K. suggested that Linda N. and Ron V. look for a solution. Gloria D. motions to pay transportation, and medical bills up to 50%, Jack B. seconded and the motion was approved unanimously. Linda N. reminded everyone that in order to get reimbursement, receipts must be submitted. Stan K. moved that AASCA should not consider any past bills for this type of reimbursement after April 23rd. Linda N. seconded the motion and the motion was accepted unanimously.

12. AASCA Dues

Linda N. indicated that the two schools with pending dues have until May 15th to pay in order to continue to be members of AASCA. If this does not happen, they will not be able to participate or use the AASCA name. Discussion followed on what would be the deadline to pay dues in order to maintain the association membership. Ellen S. proposed that if dues are not pay by October, schools will not be able to participate in events. Jack B. suggested on having a probation phase. There was not an agreement in this topic and deadline to pay membership in order to be able to participate and use the AASCA name will be discussed at the next GD meeting.

13. EBSCO

AASCA schools pay a fee of \$1750 dollars a year for EBSCO Host databases. Ron V. was looking for alternatives since schools do not think that students and teachers are not taking full advantage of EBSCO. Adolfo G. shared EBSCO LIA report but since no other school brought their report, Linda N. will resend information to all AASCA schools. Jack B. suggested more training and promotional material to take better advantage. Linda N. indicated that they did it in San Jose two years ago. Jack B. requested to get someone to do training for the entire association. Linda will look further into this and matters about maintaining or getting rid of EBSCO will be discussed at next GD meeting.

14. Events Fees

a. Fees for Invitational Events

No changes, policy stays. Linda N. will send AD communication regarding what invitational events mean indicating that schools can set the fee for participation.

b. Fees for AASCA Official Events

Linda N. asked if directors wanted to make changes in the events fee of \$400 dollars per participating team. Suzy P. suggested to keep it the same for next year. Linda L. indicated that if the fee does not change, it will be difficult for her school to host more events in the future. Ken T. reaffirmed what Linda L. indicated, emphasizing that we cannot continue to subsidize AASCA events. Jean L. pointed out that last year decision to pay for override of expenses on \$10 dollars per student per event with no maximum is not enough. Stan K. also indicated that the Soccer tournament

is by far the most expensive event. Claudia P. recommends to increase to \$60 dollars per student in events like this, Stan recommends a progressive approach, 10 dollars over the decision of last year. Liliana recommends that the fee stays in 400 and the school hosting send information about transportation cost to be paid by each school delegation and this way some of the overrun cost will be transfer to students. Ron clarified that if we include a transportation fee, the \$10 per student fee decided last year will be enough to pay for the event overrun. Gloria D. suggest to set up fee for invitational events as schools in charge of the event think appropriate. Ken T. moves that for the academic year 2010-2011 the Event Fee stays at \$400 dollars and that the hosting school includes a transportation fee (to be determined by the school at the time of the invitation). If there is still an overrun, the \$10 dollar rule would apply. Adolfo G. seconds and the motion is approved unanimously.

15.Guidelines for Event Reimbursement

Last year Event Reimbursement was approved as follows:

AASCA Athletic Events	AASCA Festival Events
<ul style="list-style-type: none"> Meal at the opening Meal at the closing ceremony Beverages during the games (water, Gatorade, try to look for water companies who will donate the beverage) Coffee room for coaches (usually parents association) Traveling plaque, medals and certificates (AASCA does not give trophies) Referees and referees traveling expenses transportation 	<ul style="list-style-type: none"> meal at the opening meal at the end beverages during festival professionals (transportation, hotel, meals, cost) transportation

After a brief discussion, Jack B. moved to include in the list the following: for both events to include emergency medical services, and for sports events, field rentals, trophies and medals (to an amount of \$300 dollars). Jean L. seconded the motion and the motion was approved unanimously.

16. AASCA Calendar of Events 2010-2011

Calendar proposed by Principals was discussed including a discussion on minimum participation for events to take place. There was no consensus on the last issue and even though a motion was proposed, no one seconded it. Ron V. reminded that from now on invitational events fee will not be dictated by AASCA and moved to accept calendar of events. Linda N. seconded the motion and the motion was approved unanimously.

EVENT	SCHOOL	COUNTRY	DATES
AD CONFERENCE	Not scheduled for this year		
LEADERSHIP CONFERENCE	Balboa Academy	PAN	SEP 23-26
TRI-ASSOCIATION CONFERENCE	Real Hotel Camino Real, Monterrey,	MEX	OCT 13-15
INVITATIONAL SCHOOL BASKETBALL	American School	HON	OCT 20-24
SMALL SCHOOL VOLLEYBALL	Colegio Maya & Colegio International	SAL	OCT 27 - 31
ES Principals" Conference	Marian Baker School	CR	Nov. 5 - 8
KNOWLEDGE BOWL	American School of Tegucigalpa	HON	NOV 10-14
MUSIC FESTIVAL	Colegio Interamericano	GUA	JAN 27-30
SMALL SCHOOL SOCCER	TBA	TBA	FEB 16-20
LARGE SCHOOL SOCCER	Escuela Internacional Sampedrana	HON	FEB 16-20
INVITATIONAL CROSS COUNTRY	Lincoln School	CR	MAR 17-20
LARGE SCHOOL VOLLEYBALL	American School	GUA	MAR 30-APR 03
HS PRINCIPALS CONFERENCE	Colegio Americano del Sur	GUA	APR 08-11
GENERAL DIRECTORS MEETING	MIAMI	US	MAY 5-8

17. Elections

Ron proposes that Linda continues as president, and everyone agrees that the current board should continue for another term. Stan K. acknowledges the good work done by the Board and moves that the current AASCA Board continues for another term. Liliana J. seconds and the motion was approved unanimously. Based on that decision, Mrs. Linda Niehaus will continue as President, Mr. Ron Vair as Treasurer and Mr. Adolfo Gonzalez as Secretary.

18. Next meeting

Discussion lead by Jack B. on that this meeting was convenient and cheaper for all of directors. It worked well and next year it should also take place in Miami. Jack B. and Adolfo G. offered to make hotel arrangements. Jack B. moved to hold next GD meeting in Miami from May 5-8, 2011. Ken T. seconded the motion and the motion was unanimously approved.

AGZ/May, 2009