



AASCA

ASSOCIATION OF AMERICAN SCHOOLS OF CENTRAL AMERICA

AASCA Principals' Conference Minutes

Panama City, Panama

April 13-14, 2012

Attendance:

Present, 13 Principals.

Absent, 11 Principals.

Costa Rica

American International School of Costa Rica

Country Day School

Lincoln School

Marian Baker School

Absent

Christopher Brown

Timothy Beard

Randall Zuñiga

El Salvador

American School of El Salvador

International School of San Salvador

Panamerican School

Colegio Maya-El Salvador

Rich Sinclair

Absent

Absent

Absent

Guatemala

American School of Guatemala

Colegio Americano del Sur

Colegio Decroly

Colegio Maya-Guatemala

Colegio Interamericano

Ted Langlais

Absent

Absent

Dan Polta

Jaime Tres and Harvey Cohen

Honduras

American School of Tegucigalpa

Escuela Internacional Sampedrana

Mazapan School

Discovery School

Freedom School

Maria Motz

Austin Briggs

Absent

Absent

Absent

Nicaragua

American Nicaraguan School

Lincoln International Academy

St. Augustine Prep

Bradley Cartwright

Henningston Hammond

Absent

Panama

International School of Panama

Balboa Academy

Dan McKee

Erinn Magee and Rita Sosa



AASCA

ASSOCIATION OF AMERICAN SCHOOLS OF CENTRAL AMERICA

I. Welcome and Ice Breaker Activity

II. Review of Principal's Meeting Minutes

Approved! We will work to get the minutes up to the website as soon as possible.

III. Review of General Director's Meeting Minutes

Two recommendations:

1. Transportation Recommendation: We recommend the following wording regarding transportation for all AASCA events on our website:

"The host school provides information and quoted prices in U.S. dollars for transportation options and relays this information to participating schools. Attending schools contact the transportation companies directly and pay full cost."

2. AASCA Flag Recommendation:

Correct the El Salvador flag on the website. No interest in changing our AASCA flag.

IV. Review of the Three General AASCA Tournament General Rules and Regulations:

One recommendation:

1. Recommendations to the Athletic Directors: Review all three BASKETBALL, SOCCER, and VOLLEYBALL Tournament General Rules and Regulations Manuals. Ensure that the general information, such as disciplinary measures, for all three sports is consistent. To avoid repetition and inconsistencies, we suggest that only one manual is needed for all three sports. Appendices should specify the particular rules for each individual sport.

V. Review of Athletic Director's Manual:

Seven recommendations:

1. Curfew Recommendation:

- a. Curfew times and curfew enforcement needs to be added to the Athletic Director's Manual, Section 8, Schools Attending AASCA Events:

"There is a 10:00 p.m. curfew all nights except 11:00 p.m. curfew the last night of the tournament or event."

- b. Sanctions could be recommended by AASCA Principals for serious disciplinary infractions.



AASCA

ASSOCIATION OF AMERICAN SCHOOLS OF CENTRAL AMERICA

2. Recommendation for Article 6, AASCA EVENTS HOST SCHOOLS:

- a. Add the following to Article 6 AASCA EVENTS HOST SCHOOLS: Any **major** disciplinary infractions will be presented to discussion at the AASCA Principal’s Meeting. If necessary, principals will determine sanctions such as, but not limited to, suspension of participation of individual students, coaches, teams or parents.
- b. This should be included in all AASCA student-parent-and coach contracts.

3. Recommendation for Code of Conduct signed by Parents, Coaches, and Students:

Recommendation to change the wording: “I understand that any violation of this code of conduct could be cause for immediate dismissal (~~initially~~) from the athletic venue. This may be followed by a suspension or a ban from future athletic events.”

4. Recommendation: To include the above wording in the Athletic Manual in Article 6 for all athletic events. Each Administrator of each athletic venue needs to understand that they hold this authority.

5. Recommendations: Add to the following task lists:

Task List #2

Suggested hotels and quotes (AND, IF POSSIBLE, TRANSPORTATION)	At least two months prior to the event
--	--

6. Recommendations: Task List #18

- a. PARENTS- Since these are student events, the Host School is not responsible for planning activities for parents.

Ice breaker for guest parents ELIMINATE THIS TASK ALL TOGETHER.	Usually at the same time as the students’. Organized by the host Parents Organization.
---	--

7. Recommendations: Task List #17

In the best interest of our students, we recommend that Ice Breaker activities be limited to our students, coaches, and official chaperones.

Ice Breaker for students PARENTS ARE NOT INVITED ON CAMPUS FOR THIS ACTIVITY.	Usually around 5 pm on the arrival day organized by the host Student Council.
---	---



AASCA

ASSOCIATION OF AMERICAN SCHOOLS OF CENTRAL AMERICA

VI. Review the Athletic Director's Minutes, Job Description, and Host AD responsibilities:

One recommendation:

1. Recommendation: We support the request of the Athletic Directors to meet ANNUALLY as opposed to every other year, beginning in August 2012. We understand the need for communication as the burden of planning the largest AASCA events falls on them.

VII. Issues for Discussion:

1. **Academic performance of participants in AASCA events. Not always the best students attend the AASCA athletic events. How do schools handle the academics for athletes?**
 - Most schools have clear policies that include minimal GPA requirements for student athletes and a general policy of one day for make-up work per day missed of school. Some schools require athletes to stay afterschool to make up work.
 - We feel these policies have been very effective in motivating students to keep their grades up.
2. **Parent behavior at AASCA events. How do we work with parents who are not behaving well? What leverage can we use with parents?**
 - Parents respond well when they are told that their behavior could jeopardize their teams.
 - All administrators need to follow the same guidelines.
 - Would be helpful if we have something written in our policies to back up the Administration working with these parents.
3. **Student Centered Learning Environments. How do we move away from traditional teaching methods to methods that focus on student learning and 21st Century Skills?**
 - Challenges: Convincing local hire and veteran teachers to change to the newer methodologies in education.
 - Challenges: Parents are having a hard time understanding why homework is not being graded, why hard-cover text books are not coming home for every subject, etc...
 - Sometimes not enough Professional Development given to teachers to give them the tools they need to make the switch. Is hard to bring along the veteran teachers who are set in their ways.



AASCA

ASSOCIATION OF AMERICAN SCHOOLS OF CENTRAL AMERICA

- Is very challenging to shift the paradigm by encouraging discussions, opportunities, and examples of how this new methodology can work.
- Is a challenge—especially since there is a lack of information in Spanish
- There is trouble with finding materials in Spanish and so fully bilingual staff have been helping give additional Professional Development in Spanish to Spanish-speaking faculty. Has had a very positive influence on teachers who have been very resistant to change.
- Kim Marshall Rubric for Evaluating Effective teachers and has been useful for teachers to evaluate their own effective teaching. However, has been difficult to get into the classrooms but has seen some progress.<http://www.marshallmemo.com/sample/MarshMemo184.pdf>
- Schools are struggling with decisions on what technology to purchase. IPADS are highly considered, but schools are also adopting BRING YOUR OWN policies to offset problems with maintenance, repairs, and finance.
- CLASSROOM MANAGEMENT with the electronic devices is very tricky! Policing is complicated—control versus embracing and enlisting and allowing...Teachers must develop 21st century classroom management techniques. And teachers need to reflect on WHAT they are doing in the classroom that students are so disengaged they are slipping into Angry Birds instead
- Challenge of Digital age—having enough plugs to keep devices charged. Well-placed charging stations in classrooms are critical. Wireless bandwidth also very important.
- Book costs and availability is also a consideration—schools have trouble with shipping and costs. Ebooks could be a solution. Many of the classics are free and can be electronically available from your library. Kindle App can be put into just about any device, including a laptop
- Principals need much training because they themselves were teachers who had used very traditional methodologies. No matter the new system, we need to move beyond the Top Down approach to encourage change. Culture of leadership needs to include teachers—best teachers need to be enlisted and encouraged and empowered. School culture is what needs to be addressed before ANY change can take place and be effective.
- As leaders, need to be courageous to enlist those who can help with the change, and also need to be courageous enough to let those go who are not going to help with change.



AASCA

ASSOCIATION OF AMERICAN SCHOOLS OF CENTRAL AMERICA

4. Bullying Prevention. How do we work with bullying in our schools?

- Many ineffective methods to work with bullying—meetings with counselors and anonymous reporting, etc. have not been very helpful.
 - Empowering teachers has been helpful. Students need to trust their counselor in order to feel safe to report problems. Empowering bystanders is also important—
 - Are gender differences in how boys and girls bully each other. Girl bullying is very difficult to see and is often more continuous over time. Hard to deal with this.
 - Bullying is a symptom of a deeper problem. Strict policies to deal with bullying do not address the problem causing the bullying. Is more important to focus more on the culture that has created the bullying behavior.
 - Students also need to be provided with tools to handle conflict and disagreements. Respect for each other is important.
 - Parents view exclusion as bullying—there are many pieces of bullying that can be prevented, but we cannot force classmates to invite others to the movies, to their homes for the weekend, etc. These kids often need help with their social skills.
 - Also effective are programs that focus on community building and inclusion activities as a school to give students opportunities to interact outside the classrooms and develop stronger relationships.
 - Often solutions to bullying are not punitive. Is difficult because there are no strong, evident consequences visible to the larger community.
 - Our job as administrators is to work with both the bully and the child being a bully. Parents need to understand that tables can, and often do, turn. Both sides need to be helped and treated fairly.
- Anti-Bullying resources and programs to look into:
- Rachel’s Challenge <http://www.rachelschallenge.org/>
 - BULLY, the movie/documentary <http://thebullyproject.com/indexflash.html>
 - Restorative Circles approach <http://www.youtube.com/watch?v=o-AUwX61-34>



AASCA

ASSOCIATION OF AMERICAN SCHOOLS OF CENTRAL AMERICA

5. Online Learning Opportunities: How do our schools incorporate these blended learning opportunities?

- Why do we use online learning?
 - Supplement to curriculum
 - As a way to earn a credit in a class they have failed
 - Acceleration, especially in Math
 - AP courses not offered
 - As a way to offer courses required for home country diploma
- Some schools incorporate online classes into their own transcripts, other schools keep the online transcripts separate
- Should we require online learning to help students prepare for their professional lives? Skills for 21st century... Students need help developing that kind of personal responsibility to follow deadlines, etc.
- Programs used?
 - Keystone <http://keystoneschoolonline.com/>
 - K12 <http://www.k12.com/>
 - University of Nebraska <http://highschool.unl.edu/>
 - Texas Tech <http://www.depts.ttu.edu/uc/k-12/>
 - LSU <http://is.lsu.edu/home.asp?level=CO&online=0&nid=101>
 - Johns Hopkins Center for Talented Youth <http://cty.jhu.edu/>
 - IB courses online Pamoja <http://www.pamojaeducation.com/>

6. Global Studies program

- Goal—Students will graduate with a broader understanding of Global issues
- Is exploring Global Issues Summit within AASCA region (see South American version <http://aassagin.ning.com/profile/31ehywp1m29j>)
- Possibility to fold this into existing structures—AASCA LEADERSHIP Conference? PANAMUN?
 - Is problematic if you are IB program
 - AP does offer an International Diploma http://www.collegeboard.com/student/testing/ap/exgrd_intl.html



AASCA

ASSOCIATION OF AMERICAN SCHOOLS OF CENTRAL AMERICA

7. Educational data—How do we use data, share data?

- MAP data is used to select students for remediation and acceleration in Math and Language.
 - NWEA is developing international data bases to compare international school trends.
 - Is of great interest to compare MAP regionally.
 - Is useful data to evaluate effective teaching.
 - Vast majority of AASCA Schools appear to be using MAP or are planning to move to MAP in the near future.
 - MAP is useful tool to use for Admissions. Results are instant.
- What happens when a student doesn't show growth over time?
- Individual plan for this student might be necessary

8. Large school/Small school division—how is this going for the Small Schools?

There are 11 teams participating in Large School Tournaments, Country Day will be added 2012-2013

There are 6 teams participating in Small School Tournaments

Recommendation: Principals are concerned with the adjustment of the small and large school divisions-- the small school division has had difficulties fielding enough teams for competitive tournaments. Find out from Small School Directors why a significant number of Small Schools do not participate in AASCA events. What is needed to help boost small school participation?

9. Is there a need for a Middle School organization?

Recommendation: Middle School Principals need to know that they are invited to attend the High School Principals' meeting—Change name to Secondary Principals to encompass both groups.

Recommendation: Create a Middle School Principal contact list for website.

10. Are we communicating effectively with our AASCA Directors?

Recommendation: We would like the President of the Principals to review the Principal's Meeting Minutes with the Directors at their annual meeting and be on hand to answer any questions Directors might have (can be via Skype).



AASCA

ASSOCIATION OF AMERICAN SCHOOLS OF CENTRAL AMERICA

VIII. Reports on AASCA Events

- **AD Conference – Marian Baker School, Costa Rica**
 - Good turn-out—14 schools were represented. They worked hard and we can see the result of their hard work in the documents we reviewed.

- **Leadership Conference – AST, Honduras**
 - Held in Copan. Tried to balance the fun in the activities for students with true Leadership skills to take back to their schools. The cost was high comparatively because some of the schools had to be bused from San Pedro Sula, 3 hours away. 12 schools participated. AST felt that the organization went well and they tried to provide good food. Was hosted in a Hotel away from the city for safety concerns. An EcoTour company was hired to help with the logistics. Students were mixed in their rooming—so did not house with students from their own school. Students were divided into teams. Trips to the ruins and coffee plantations were divided by group because of size constraints. There was a Treasure Hunt within a part of the ruins that the students really enjoyed and led to much competition and collaboration. No major issues.
 - Some schools did not attend due to the high cost. \$460 per student.
 - Students liked not rooming with their schoolmates and loved the Treasure Hunt. Returned to campus energized and confident that they were on the right track with student activities.
 - Is a great opportunity for Student Officers to get good ideas and come back ready to share these great ideas with the rest of the Student Council.
 - Cost of chaperones—some schools allocate this to their annual budget as opposed to splitting the cost between the participating students.

- **Tri-Association Conference – Panama**

- **Large School Basketball – Escuela Americana, El Salvador**
 - Home school made it to the finals, very exciting and emotions were running high. Players were expelled from both sides. Seemed that coaches and referees were less tolerant as the final game progressed.



AASCA

ASSOCIATION OF AMERICAN SCHOOLS OF CENTRAL AMERICA

- Would like to discuss ahead of time what will happen if people need to be expelled from games—
- The referees were very fair. Disputes were handled efficiently and fairly.
- How can you supervise your visitors in this situation when the Athletic Directors are not setting good examples?
- More supervision needed for the final games in tournaments.
- Parental involvement troublesome. Administrator of the school needs to be present to help supervise parents. Athletic Directors are too involved in the games to be effective.

- **Small School Basketball – Escuela Panamericana, El Salvador**
 - Went very well! Finals were in the National Stadium!

- **Knowledge Bowl – Escuela Internacional Sampedrana, Honduras**
 - All went well. However, one school showed up late and missed the Ice Breaker—this school also left early because they lost.
 - Some conflict over the Reading of the questions. Some poor sportsmanship on the part of the coaches and is displayed in front of students. There is a necessity to maintain a level of professionalism.
 - As part of the evaluation of the event, Principals could send recommendations for an Official Reprimand for serious breaches of sportsmanship and professional behavior.
 - Tends to be the schools who don't come to the meetings who have the problems with the understanding of the rules. Reiterates the importance for attendance at AASCA meetings.
 - Is often a good idea to co-host this event because is so large and involves so many logistics. Much space and many readers are needed. Is a challenge to host even as a large school.

- **Drama Festival –Country Day School, Costa Rica**
 - *Notes from the 2012 ASCAA Drama Festival Christopher Brown Country Day School, Costa Rica:* The three day festival began on February 16th and ran until Saturday the



AASCA

ASSOCIATION OF AMERICAN SCHOOLS OF CENTRAL AMERICA

18th. Six schools participated including CDS. Generally speaking, the festival was a success, very well organized, and fostered a rich camaraderie amongst all participants. The results of the post festival online survey and paper surveys demonstrated a positive response to the events planned. Transportation was communicated in advance and all out of country schools selected the provider suggested. All schools except one used the suggested area accommodations which allowed us to keep transportation costs down. Ice breaker took place at the hotel conference center, while workshops, plays, scenes, monologues, improv, and ceremonies occurred on campus.

- Facilities and space were an initial concern, because two days of the festival were during classes. CDS rented a large tent to accommodate the visiting schools, and allow them to keep their personal items. Both organizing advisors felt that the event outcome was even better than our expectations, as it brought the divisions, parents, staff and students, and the local community together. And they highly recommend other schools offer to host and experience the rewards of putting this positive event together.
- Notes from advisors-----All modesty aside, we thought the AASCA Drama Festival was quite successful. Each of the participating schools brought quality work which was esteemed by both the judges and the participants. So, there are drama programs out there and they should be encouraged (and funded).
- One of the best things about the festival was that the kids were not overloaded with activities. This enabled them to socialize, mingle with the other participants, and learn new drama techniques while relaxing. We felt this to be very important. The workshops were successful because they started early and got everyone going. As well, we were fortunate enough to have people in the community who were able and willing to share their expertise. The kids were motivated from the very beginning of the day. Professionals as they are, we felt obliged to pay the judges and the workshop leaders. They were one of our biggest expenses, but it was well worth it. Having people from outside of the school ensured that there was no bias or lack of expertise.
- **Middle School Choir – Marian Baker School, Costa Rica**
 - The only Middle School activity within the calendar. Four schools participated—ISP, Interamericano Guatemala, Marian Baker and CDS.
 - Was a limit of 12 students per delegation. Each student over 12 paid a little more to help keep the costs within the budget. Very helpful practice.



AASCA

ASSOCIATION OF AMERICAN SCHOOLS OF CENTRAL AMERICA

- One school cancelled 72 hours prior to the event. They were still required to pay the participation fee as stated in our by-laws.
- Transportation worked out well, feedback for entire event very positive. A fun event to host.
- A great time was had by all! Great event for Middle School students.
- **Invitational Soccer – Lincoln School, Costa Rica**
 - 25 teams, 200 parents
 - Were many accidents—has brought many hospital bills.
 - Were delays for ambulances that got stuck in traffic.
 - Were problems with a school that brought health insurance and the hospital did not accept it.
 - Many positive comments! Great refs- with the exception of a terrible call in the semi-final. Great action by AD to take parents off the field after the bad call.
 - Some problems with not having enough ambulances. Medical staff on site were excellent but were not supplied with ice or basic supplies.
 - Great website for the event!
 - No trophies -Banners were a surprise. Should remember to announce before the event begins that there will be a Banner for the winners, no trophies.
- **Invitational Cross-Country – CAG**
 - There were close to 60 students from 6 schools. CAG, CIG, CM, CDS, Lincoln CR, and EAS attended. The event did not grow from last year.
 - Was held in a mountain resort outside of Antigua in a very beautiful area. Were some problems with the rooms—were not prepared as promised. Within the first 24 hours the serious problems were solved.
 - Part of the trail was a little slippery and caused some accidents. It was a very tough course with a lot of uphill running that really tested the resolve and endurance of the participants.
 - Overall, very positive comments and wonderful student participants. Students were very polite and courteous and it was a very positive experience.



AASCA

ASSOCIATION OF AMERICAN SCHOOLS OF CENTRAL AMERICA

- With the small numbers, is this worth continuing?
 - Is an important event for the students who do appreciate individual competition. This event attracts a really different group of students who do not ordinarily participate in AASCA events

- **Small Volleyball –Mazapan School, Honduras**
 - Great event! Loved being assigned a student helper who accompanied teams for the whole event.
 - The dance was timed beautifully to end at 10:30 and give teams just enough time to get back to the hotel to meet curfew.
 - At the end of the event, not all students were present to watch the final game.
 - Many feel it is very important to watch the final games. However, sometimes scheduling makes it very difficult to get your team there in time to watch.
 - Might be helpful to have the awards ceremony right after the final game.

Recommendation: All teams are expected to attend final Male and Female games in Athletic Tournaments.

Recommendation: In the spirit of equity, 2012-2013 end Athletic Tournaments with the Girl Final Game. 2013-2014 End Athletic Tournaments with the Boy Final Game, to alternate every year after.

- *Principal's Conference – Balboa Academy, Panama*
- *Large Volleyball – Colegio Decroly, Guatemala (Pending)*



AASCA

ASSOCIATION OF AMERICAN SCHOOLS OF CENTRAL AMERICA

IX. AASCA Calendar of Events (12-13)

- Athletic Directors' Conference – Balboa can host if approved. August 30-Sept 2, 2012
- Leadership Conference – Lincoln International Academy, Nicaragua
 - September 20-23, 2012
- Tri-Association Conference – Cartagena de Indias, Colombia
 - September 24-28, 2012
- Large School School Basketball – Colegio Americano de Guatemala, Guatemala
 - October 10-14, 2012 Pending BINGO
- Small School Basketball – Marian Baker School, Costa Rica
 - October 24-28, 2012

**** INVITATIONAL PANAMUN October 24-26! All are welcome!**

- Knowledge Bowl – International School of Panama, Panama
 - November 14-18, 2012
- Music Festival – DIRECTORS DECIDE HOST
 - Suggested dates January 31-February 3, 2013
- Small School Soccer – Colegio Maya Guatemala
 - March 13-17, 2013
- Large School Soccer – American School of Tegucigalpa, Honduras
 - February 27-March 3, 2013
- Invitational Cross Country– *Country Day School, Costa Rica*
 - *April 4-7, 2013*
- Invitational Volleyball – American Nicaraguan School, Nicaragua
 - April 10-14, 2013

**** G-I-N Conference hosted by Country Day school April 19-21, 2012, All are invited!**



AASCA

ASSOCIATION OF AMERICAN SCHOOLS OF CENTRAL AMERICA

- Principal's Conference – Mazapan School, Honduras
 - May 2-5, 2013

X. Hosting Pledges for 2013-2014

- Athletic Directors' Conference, Balboa Academy if not approved for 2012-13
- Leadership Conference—Escuela Americana Salvador
- Tri-Association Conference
- Invitational Basketball, International School Panama
- Knowledge Bowl, Colegio Maya, Guatemala
- Drama Festival, Lincoln School, Costa Rica
- Small School Soccer, UNPLEDGED! (see note below)
- Large School Soccer, Colegio Interamericano, Guatemala
- Invitational Cross Country, Colegio Americano, Guatemala
- Large School Volleyball, Escuela Internacional Sampedrana, Honduras
- Small School Volleyball, Mazapan, La Ceiba
- Principal's Conference, Escuela Panamericana, Salvador

We strongly urge the following schools to commit to pledge to hosting an event in 2013-2014 and/or 2014-2015:

Although most events for 2013-2014 are pledged, schools are feeling significant pressures in being expected to host an event every single year. We encourage the following schools to host or co-host an event.

American International School of Costa Rica

International School of San Salvador

Panamerican School, Costa Rica

San Augustin Preparatory School, Nicaragua

Discovery School

Freedom School



AASCA

ASSOCIATION OF AMERICAN SCHOOLS OF CENTRAL AMERICA

XI. AASCA Community Service Award Entries

1. ***Barrio Socorro Soccer Project*** http://www.youtube.com/watch?v=UB2gs_94vRQ

Lincoln School, Costa Rica—Fully complied with expectations for the Small Group Service Project. We recommend the project for the Community Service Small Group Award.

2. ***E4C, DVD is sent to Linda Niehaus***

Lincoln School, Nicaragua-- The club began with 7 members and have grown to 40. The students support a home for children with cancer. This fully complied with expectations for the Small Group Service Project, We recommend the project for the Community Service Small Group Award.

XII. Election of Officers for 2012-2013

- ***President, Maria Francisca Motz***
- ***Vice-President, Dan McKee***
- ***Secretary, Donna Dixon***

XIII. Review and Approval of Conference Minutes