

ASCA General Directors' Meeting

LOCATION: Courtyard Marriot, Dadeland, Miami, Florida
PRIMARY FACILITATOR: Mrs. Linda Niehaus, AASCA President
DATE: May 3-6, 2012
TIME: 8:30 a.m.-4:30 p.m.



AASCA

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

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	NAME	SCHOOL		E-MAIL
1	Ambler Moss	Colegio Maya	GUA	amoss@cm.edu.gt
2	Alegria Lores	Pan-American School	CRC	alegrial@panam.ed.cr
3	Carl Wieburg	Colegio Interamericano	GUA	carlwieburg@yahoo.com
4	Gloria Doll	American Nicaraguan School	NIC	director@ans.edu.ni
5	Greg MacGilpin	Country Day School	CRC	greg_macgilpin@cds.ed.cr
6	Jack Bimrose	Lincoln School	CRI	director@lincoln.ed.cr
7	Jean Lamb	Balboa Academy	PAN	jlamb@balboa-academy.org
8	Jose Oyanguren	St. Augustine School	NIC	headmaster@csa.edu.ni
9	Ken Templeton	American School; El Salvador	SAL	templeton.ken@amschool.edu.sv
10	Liliana Jenkins	American School, Tegucigalpa	HON	ljenkins@amschool.org
11	Linda Niehaus	Mariam Baker School	CRC	lniehaus@mbs.ed.cr
12	Martha R. Maristany	Decroly Americano	GUA	maristany@decrolyamericano.com
13	Robert E. Gronniger	American School of Guatemala	GUA	rgronniger@cag.edu.gt
14	Ronald Vair	Escuela Intr. Sampedrana	HON	rvair@seishn.com
15	Susy Gonzalez	Colegio Maya	SAL	sbermudez@colegiomaya.edu.sv
16	Adolfo J. Gonzalez	Lincoln International Academy	NIC	adolfo@lincoln.edu.ni

DISCUSSION ITEMS:

- Icebreaker
- AACA Flag
- Drama Festival Guidelines
- Minutes (Principals' Meeting, Panama, April, 2012)
- AASCA Calendar of Events
- Outstanding Community Service Award
- Recommendations
- Small/Large School Divisions
- MS Principals to participate in the HS Principal's meeting
- Sports final attendance and order of games (female/male final)
- AASCA website
- President of the Principals to present Minutes to Directors
- School Enrollment (Small/Large divisions)
- Team Fees for AASCA Sports Events
- AASCA Treasurer's Report
- AASCA fees
- Inclusion of Belize flag in logo
- AASCA task force on membership
- AASCA membership of CDS and CDS Guanacaste as one school
- New AASCA voting members
- Next year meeting
- AASCA GD Board Elections

1. Welcome and Icebreaker Activity

Linda N. greeted everyone and requested participant to introduce themselves. Sixteen out of the twenty three AASCA schools were represented in the General Directors' meeting.

2. AASCA Flag

Ron V. will find out the cost of the flag. It was decided that the flag will be the same as the AASCA logo. Jack B. moved that the cost of the flag is included in the AASCA annual fees. Ken T. seconded the motion, and the motion was approved unanimously.

3. Drama Festival Guidelines

According to Principals' recommendation, Linda N. suggested to eliminate awards from the Drama Festival. After a brief discussion, Ken T. motioned to accept the recommendation and Liliana J. seconded it. The motion was approved unanimously and Linda N. will be in charge of changing the Drama guidelines and will send it to all AASCA schools. In addition, Carl W. motioned to eliminate the word "individual" from the last sentence of the Drama guidelines. Rob G. seconded the motion and it was approved by all.

4. Minutes from Principals' meeting in Panama

Principals recommended that there should be only one manual for Basketball, Volleyball and Soccer instead of the three manuals that exist today.

- A discussion followed about the success of all AASCA events during the 2011-2012 academic year. There were a couple of situations, one at the Large School Basketball tournament (Escuela Americana, El Salvador) and the other at the Invitational Soccer (Lincoln, Costa Rica), but in general it was a great year for AASCA. It was also mentioned that the Tri-Association conference in Panama was a success and Mary Virginia did a great job. Gloria D. mentioned that Keynote speakers set the tone and standards for a great conference. Congratulations and "**Hasta Siempre**" to Mary Virginia.
- Regarding the Knowledge Bowl, Ron V. indicated that by doing simultaneous rounds in different rooms only one set of questions was used, thus, lowering the cost for the set of questions needed. Jack B. suggested that in the future, a problem solving strand should be added to the Knowledge bowl. This way, when participants are not participating in KB rounds, they could be engaged in higher order thinking problem solving process. Ron V. suggested that something similar to "destination imagination" (<http://www.idodi.org/>) or to NAIS 20/20 challenge could be used.

5. AASCA Calendar of Events 2012-2013

Calendar proposed by Principals was analyzed. A long discussion followed on the proposed change to an annual Athletics Directors meeting (instead of the current biannual meeting). There was no consensus, and Jack B. motioned to maintain AD meetings every other year;

Adolfo G. seconded the motion and it was approved unanimously with a recommendation that during the off-year ADs meet electronically using resources such as “go to meeting” (<http://www.gotomeeting.com/fec/>).

Adolfo G. proposed and motioned to change the Secondary School Principals’ Meeting to another location. Gloria D. seconded the motion and it was approved unanimously. Jose. O, proposed to host the meeting in Nicaragua and everyone agreed.

Linda N. proposed to change the 2013 General Directors’ meeting from Miami to Antigua, Guatemala. Discussion followed but it was not approved. Ron V. indicated that he liked to visit other schools during the meeting, but Ken T. indicated that this meeting was also a break for the Heads, pointing out that Miami was logistically better. Jack B. motioned to meet again in Miami in 2013, Adolfo G. seconded, and the motion passed with 8 in favor and one against.

2012-2013 Calendar and Pledge Calendar for 2013-2014 were revised and approved as follows:

2012-2013	EVENT	SCHOOL/Place	COUNTRY	DATES
	AD CONFERENCE	Not scheduled for this year		
	LEADERSHIP CONFERENCE	Lincoln International Academy	NIC	Sept. 20-23
	TRI-ASSOCIATION CONFERENCE	Cartagena de Indias, Colombia	COL	Sept. 24-28
	LARGE SCHOOL BASKETBALL	American School of Guatemala	GUA	Oct. 10-14
	SMALL SCHOOL BASKETBALL	Marian Baker School	CRC	Oct. 24-28
	INVITATIONAL PANAMUN	Internationa School of Panama	PAN	Oct. 24-26
	ELEMENTARY SCHOOL PRIN. MEETING	Escuela Intr. Sampedrana	HON	Nov. 1-4
	KNOWLEDGE BOWL	International School of Panama	PAN	Nov. 14-18
	MUSIC FESTIVAL	Escuela Intl. Sampedrana		Jan. 31-Feb. 03
	LARGE SCHOOL SOCCER	American School of Tegucigalpa	HON	Feb. 27-Mar. 03
	SMALL SCHOOL SOCCER	Colegio Maya	GUA	Mar. 13-17
	INVITATIONAL CROSS COUNTRY	Country Day School	CRC	Apr. 04-07
	INVITATINAL VOLLEYBALL	American Nicaraguan School	NIC	Apr. 10-14
	INVITATIONAL G-I-N CONFERENCE	Country Day School	CRC	Apr. 19-21
	SECONDARY SCHOOL PRIN. MEETING	St. Augustine School	NIC	Apr. 25-28
	GENERAL DIRECTORS MEETING	MIAMI	USA	May 1-5

EVENT	SCHOOL	COUNTRY	DATES
AD CONFERENCE	Balboa Academy	PAN	TBA
LEADERSHIP CONFERENCE	Escuela Americana	SAL	TBA
TRI-ASSOCIATION CONFERENCE	TBA		TBA
INVITATIONAL BASKETBALL	International School of Panama	PAN	TBA
KNOWLEDGE BOWL	Colegio Maya	GUA	TBA
DRAMA FESTIVAL	Lincoln School	CRC	TBA
SMALL SCHOOL SOCCER	Unpledged	TBA	TBA
LARGE SCHOOL SOCCER	Colegio Interamericano	GUA	TBA
ES Principals' Conference	American Nicaraguan School	NIC	Oct. 31 –Nov. 3
INVITATIONAL CROSS COUNTRY	American School of Guatemala	GUA	TBA
LARGE SCHOOL VOLLEYBALL	Escuela Intl. Sampedrana	HON	TBA
SMALL SCHOOL VOLLEYBALL	Mazapan School of La Ceiba	HON	TBA
SECONDARY SCHOOL PRIN. MEETING	Escuela Panamericana	SAL	TBA
GENERAL DIRECTORS MEETING	MIAMI	USA	May 1-4

2013-2014

6. OUTSTANDING COMMUNITY SERVICE AWARD

Ron V. read the Community Service Award guidelines. Gloria D. moved that the two projects chosen by the Principals were selected for the AASCA Community Service Awards. Ron seconded the motion and it passed unanimously. Lincoln International Academy (NIC) and Lincoln School (CRC) will receive each, a five hundred dollars check.

7. Recommendations from Principal`s Meeting Minutes

Linda N. read recommendations included in the Principals' minutes (**Please refer to Principal`s Meeting Minute, Panama City, Panama, April 2012**).

7.1 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."

Discussion followed and it was agreed that hosting schools should provide the support to visiting schools regarding transportation payment. Visiting schools can pay directly or pay the host school for transportation. Carl W. motioned to accept recommendation as stated, Gloria D. seconded it and it passed unanimously.

7.2 AASCA Flag Recommendation: Correct the El Salvador flag on the website. No interest in changing our AASCA flag.

Discussion followed that at the moment, there is no AASCA flag. What AASCA has is a logo. The logo will become the flag and Ron V. will be in charge of this (please refer to point 2).

7.3 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.

Discussion followed and it was agreed that there should be only one AASCA manual with appendices for particular rules for each sport. Linda N. proposed to send this task to the Athletic Directors in order to compile one Manual (electronic collaboration) during the 2012-2013 academic year, with the goal to approve an AASCA Sports Manual for the 2013 Athletic Directors' meeting in Panama. All directors agreed. Regarding recommendations 1-5, section V of the Principals' minutes, GD agreed that those can be analyzed by AD as they assemble the new Manual.

7.4 Recommendations: Task List #18 a. PARENTS- Since these are student events, the Host school is not responsible for planning activities for parents.

Discussion followed about hosting schools entertaining parents. It was agreed to create a committee to analyze this situation. The committee members chosen are: Carl W. (Interamericano, GUA), Robert G. (CAG, GUA) and Ron V. (EIS, HON). Robert G. was appointed head of the committee; the committee will have a recommendation for November 2012.

8. Small/Large Schools Divisions

Linda expressed that small schools that participate in events are concerned that other schools do not participate at all. Suzi G. indicated that most of the times (in small schools) the same students are the ones that participate in all events. Parents cannot afford many trips in a single year. It was agreed that membership requirements will be revised to include minimum participation.

9. MS Principals to participate in the HS Principal's meeting

Recommendation from the Principals was read and discussion followed. Ken T. moved to change the name of the HS Principals' meeting to *Secondary School principals' Meeting* in order for MS Principals to participate. Jack B. seconded the motion and the motion passed. Jack B. motioned to change the bylaws to include the following "Each school will be represented by one vote regardless of how many representatives to the Secondary School Principal's Meeting are sent". Alegría L. seconded the motion and it was approved unanimously.

10. Sports final attendance and order of games (female/male final)

Recommendation was read regarding that all schools participating in sports events attend the final. Discussion followed and it was agreed that this regulation will be difficult to impose to schools. The recommendation to alternate finals (male/female) for the last game of the sports event was accepted by all directors.

11. AASCA website

Ambler M. recommended that the AASCA website should be modernized (flow/visuals/updated documents). He recommended that his school website should be used as a model of a modern and up to date website. Discussion followed about the use of the website, and Tita Haussler (webmaster) available time to improve the website. Jack B. proposed to increase webmaster's salary. Carl W. motioned to increase webmaster's salary by 6%, Greg M. seconded the motion and the motion was unanimously approved.

12. President of the Principals to present Minutes to Directors

The recommendation that the President of the AASCA Principals participates at the GD meeting (to read minutes and be available for questions) was not approved. For the 2012-2013 meeting, it was agreed that the President of the Principals can participate electronically through Skype or other similar means.

13. School Enrollment (Small/Large divisions)

In order to decide in which division schools will participate, September enrollment is taken into account. Carl W. motioned to change September enrollment to April in order to have a more accurate data. Robert G. seconded the motion and it was approved unanimously. During this meeting, schools reported enrollment as of September. The secretary will send another enrollment chart for each school to complete with April data.

14. Team Fees for AASCA Sport Events

The discussion began with overruns on budget for sport events. Every event should be run with the available budget and if there are overruns host schools should pay for those. Gloria D. recommended increasing team's fee for events in \$100 dollars (based on an estimated overrun of several events). Carl W. moved to raise team fees \$50 dollars this upcoming year and \$50 dollars the year after. Discussion continued and it was agreed that only sports events fee should be increased. Liliana J. moved to raise sports events team participation fee by \$100. Greg M. seconded the motion and it was unanimously approved.

Liliana J. stated that schools should not be eligible to reimbursement. AASCA should not subsidize events from now on, and with approved increase, events should be solvent or schools hosting should pay for overruns. Gloria D. agreed but had a concern regarding host schools for 2012-2013. Jack B. proposed that this new regulation should take effect in 2013-2014. Linda N. revised pledge calendar in order to see if schools hosting will still commit if this was agreed. All schools confirmed participation even if that action takes place. Liliana J. then motioned that AASCA will not pay for budget overruns in any event. Adolfo G. seconded the motion and it was approved unanimously.

- Starting 2012-2013 sports event team fee will be raised to \$500 dollars.
- Starting 2013-2014 AASCA will not pay for budget overruns.

15. AASCA Treasurer's Report

Ron V., AASCA Treasurer presented balance Report for the year 2011-2012 and commended all schools for paying fees on time:

2011-2012	Balance	Credit	Debit	Interest	Fees
May 31 2011-June 31 2011	93.442,91	1.740,00	988,69	7,77	10,00
Jul 01 2011-Jul 31 2011	94.191,99		1.417,03	7,93	
Aug 01 2011-Aug 31 2011	92.782,89		2.361,80	7,70	25,00
Sep 01 2011-Sep 30 2011	90.403,79		75.493,00	2,26	
Oct 01 2011-Oct 31 2011	14.913,05	7.627,38		1,38	20,00
Nov 01 2011-Nov 30 2011	22.520,43	46.290,01		4,01	40,00
Dec 01 2011-Dec 31 2011	68.850,44	7.636,00	1.000,00	6,27	15,00
	75.477,71				
		3.818,00		6,55	
Feb 01 2012-Feb 29 2012	79.302,26	19.325,00		7,25	
Mar 01 2012-Mar 31 2012	98.634,51		1.382,22	8,32	
Apr 01 2012-Apr 31 2012	97.260,61			7,97	
		86.436,39	82.642,74	67,41	110,00
Closing May1	97.268,58				
Pending Tri-association	77.808,00				
Community Service	1.000,00				
Web Page	2.205,00				
Total Pending	81.013,00				
Projected Balance	16.255,58				

16. AASCA fees

Liliana J. motioned that AASCA absorbs any Tri-Association increase and the cost of the new AASCA flag. Martha M. seconded the motion and the motion passed. Alegria L. moved to raise AASCA fees to \$3820 for the 2012-2013 academic year and to \$4000 for the 2013-2014 academic year. The motion was seconded by Liliana J. and was approved unanimously.

17. Inclusion of Belize flag in AASCA logo

Jack B. moved to include all Central American flags in the logo (the logo is missing the Belize flag) before the AASCA flag is made. Martha M. seconded the motion and after discussion the motion was not approved. 8 votes against, 1 in favor and 7 abstained.

18. AASCA Task Force on Membership

Members: Jack Bimrose, Alegría Lores, Greg Mac Gilpin and Linda Niehaus.

After a brief presentation of the work done by the task force, the Membership requirements document was read and discussion followed in different areas of the document (type of accreditation, high school diploma, US vs. International, US curriculum,. etc.). Amendments were made in the following:

- ✓ Where it says "US and CIS" to "US and International Agencies"—Jack B. motioned to amend this, Ken T. seconded it and the motion passed unanimously.
- ✓ "with the approval of the vote at the AASCA General Directors meeting".
- ✓ "US training" to "qualified"---Jack B. motions and Jean L. seconds, motion passes, there is one vote against.
- ✓ "Commitment to host and participate" to "participate in one student event every other year and host one student event at least every four years"---Greg M. motions, Ron V. seconds and it passes unanimously.
- ✓ Regarding non-renewal status Ken T. motioned to amend using a step system with notification to the school, Greg M. seconded the motion and it passed.

AASCA Membership Requirements with amendments:

1. Admissions process requirements

Membership to AASCA will be granted based on meeting the six characteristics of AASCA schools which include the following:

- Accreditation by a US or international accrediting agency
- Qualified head of school
- Primary language of instruction is English
- Located in Central America
- Commitment to the participation in and support of AASCA events
- Support of the AASCA Mission

2. Application process

- Submit a written application and a copy of accreditation status
- An AASCA officer and director of other school in the country will visit the school and submit a report with their recommendations to AASCA.
- The AASCA Directors will vote and approval requires two thirds (2/3) approval.

3. Continual Membership in AASCA is depended on:

- Maintain the status of good standing with the six AASCA membership requirements
- Demonstrate commitment by:

- Annual attendance to the Secondary School Principal's or General Directors' meetings.
- Participate in a minimum of one student even every two years.
- Host at least one student even every four years.
- Be up to date with the membership dues.

4. Non-renewal of Membership

On annual basis the officers will review the status of the member schools. The officers will present in the annual meeting the list of school and the Directors will determine the status of each one. If a school is placed on probation, their right to vote is suspended for a maximum of two years. If after two years the school has not met the requirements, membership could be suspended.

19. AASCA membership of CDS and CDS Guanacaste as one school

Greg M. indicated that CDS and CDS-Guanacaste now are under the same leadership team and he is the General Director of both schools. Adolfo G. moved to accept both campuses under one membership due to the fact that there is only one head for both. Jean L. seconded the motion and the motion passed with the warning that if Country Day Schools decides to have two heads, they will have to pay two membership fees.

20. New AASCA voting members

After a brief discussion on membership status and accreditation compliance by two non-voting members, Jack B. moved to accept St. Augustine School in Managua, Nicaragua and Maya School in El Salvador, Salvador as voting members. Ron V. seconded the motion and the motion passed. Both schools will have to send their respective accreditation certificates (SA from NEASC and MS from CIS) to Linda N., AASCA president, to complete the membership process.

21. Next year meeting

After the different discussions that took place for the AASCA membership requirements and the future of AASCA as a model association in Central America, and the agreement that an extra day was needed for next year's meeting, Adolfo G. moved to add an extra day for next year's GD meeting in Miami. Linda N. seconded the motion and everyone agreed. The meeting dates will be May 1-5, 2013 (as usual, travel days included).

22. AASCA GD Board Elections

The three AASCA leadership positions were open for election. After a brief discussion regarding the good work done by the current administration, it was suggested that Linda N. (president), Ron V. (Vice-President/Treasurer), Adolfo G. (Secretary) continue in their current positions. Greg G. motion to accept the recommendation and it was agreed by all that the current leadership should stay in office for another term.