



# AASCA

ASSOCIATION OF AMERICAN SCHOOLS OF CENTRAL AMERICA

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## **Minutes AASCA Principal's Meeting**

**Managua, Nicaragua**

**April 26-27, 2013**

**Present:**

Maria Motz, American School of Tegucigalpa

Dan McKee, International School of Panama

Patrick Miller, Panamerican School, Costa Rica

Jim Di Sebastian, Escuela Americana, El Salvador

Dan Polta, Colegio Maya, Guatemala

Monica Sanchez, Marian Baker School, Costa Rica

Jeff Davis, American Nicaraguan School

Chris Brown, Country Day School, Costa Rica

Edric Olsen, Colegio Americano Guatemala

Otto Chow, San Agustin, Nicaragua

Henningston Hammond, Lincoln School, Nicaragua

Shirley Hooper, Colegio Maya, El Salvador

Rita Sosa, Balboa Academy, Panama

Uriel Zavala, Decroly, Guatemala

Marina Vives, Colegio Americano Sur, Guatemala

Austin Briggs, Escuela Internacional Sampedrana, Honduras

Harvey Cohen, Colegio Interamericano, Guatemala



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## **Not Present:**

Lincoln School, Costa Rica

Colegio Mazapan, Honduras

Freedom School, Honduras

Escuela Panamericana, El Salvador

American International School of Costa Rica

International School of San Salvador

## **Recommendations to Directors, 2013:**

- RECOMMENDATION-- AASCA Flag: Keep same flag-- please correct the flag for El Salvador
- RECOMMENDATION: Have DIRECTORS help us with the negotiation of AASCA rates with regional airlines: COPA and TACA. We would like special consideration/co-sponsorship of events and recognition of our business.
- RECOMMENDATION: Due to considerable differences in the costs of hosting different AASCA events, we have found that the current fee structure is not adequate. Some events have far greater costs due to the necessity of renting facilities, hiring referees, etc. There are great differences in actual size of delegations for different events that also considerably affect the cost of hosting events. To compensate for these differences, we propose that AASCA move to four-tiers of fees (based on number of participants per team and the nature of the event):
  - \$900 (Soccer—18 students per team) Registration fees have not come close to covering the cost of hosting the soccer events in the past ten years:
    - Colegio Maya Guatemala Small School Soccer \$5,000 over 2012-2013
    - American School Tegucigalpa Large School Soccer \$3,500 over 2012-2013 (in spite of many great donations and sponsorships)
  - \$600 (Volleyball and Basketball—12 students per team)
  - \$500 (Drama and Music, 10-15 students per team)
  - \$400 (Cross Country, Knowledge Bowl, Leadership—4-7 students per team.

\* **RECOMMENDATION:** Enrollment Chart on AASCA Website is very outdated. Needs to be updated every year not later than September 15.



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\* **RECOMMENDATION:** Continue recent trend of holding AASCA schools accountable for participation in events and hosting of events. If we have a school who does not participate in the AASCA Principal meeting, is difficult to maintain continuity/consistency. We would like to see the Directors enforce the responsibilities to membership re: participation in meetings, participation in events, and hosting of events

• **RECOMMENDATION TO ATHLETIC DIRECTORS:**

- RECOMMENDATION: Create/consolidate one AASCA Event Manual, to encompass sports and non-sport AASCA events. Each event needs to have own separate section with specific rules, but overall policies need to be consistent and in ONE manual only.
  - CROSS COUNTRY RULES need to be added into the Manual.
- RECOMMENDATION: In accordance with our AASCA Athletics Mission, we ask the Athletic Directors to please review and propose rule modifications for the following topics:
  - How can we increase playing time to ALL PLAYERS? How can our AASCA policy be revised to prevent students from traveling to our tournaments and NOT playing? We would like all players to have access to FAIR PLAY TIME, not just a token one minute on the field/court. At a minimum we expect a rule that states that every player who participates to a tournament plays.
  - ALL SPORTS: Review Tie Breaker rules. Incorporate alternative tie breaker policy that does NOT go to TOTAL POINTS and does NOT encourage running up excessive scores against weaker opponents.
- RECOMMENDATION—Incorporate into the AASCA Event Manual:
  - “All AASCA schools are committed to ensuring that all students participating in AASCA events meet eligibility requirements in terms of academic performance and attendance, among others. All student participants are expected to be passing all subjects and in good standing with attendance and behavior. All AASCA schools enforce this according to internal rules and policy.”

**I. Review and approval of AASCA Principal’s Minutes 2012**

**II. Review and discussion of AASCA Director’s Minutes 2012**

- a. AASCA Flag: **Recommendation: Keep same flag-- please correct the flag for El Salvador**

**III. Review behavioral expectations for parents attending AASCA sporting events, specifically, how they can support**



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**the AASCA sports mission and what the logical consequences are for non-compliance. Principals must share their observations as to how parents conducted themselves at the events.**

- a. Nice touch at Volleyball, signs to respect referees
- b. Review of Sportsmanship Pledge before each game
- c. Behavior seemed much better this year overall
- d. Rules about parents staying at same hotels as student teams?
  - i. AST- School no longer offers AASCA special rates for parents and does not make the reservations for parents
  - ii. Hard to make a rule prohibiting parents from staying at same hotel as students
  - iii. Problematic when parents are having parties at bar and students are held to different standards (and students can see parents at bar)
  - iv. Proactive Measures with parents:
    1. Make reservations for parents at different venues?
    2. Parent Contracts and Meetings—
      - a. Enlist parents to NOT drink at the bars of hotels where students are staying
  - v. Parent Behavior on fields more of an issue
  - vi. Parents sometimes very helpful on trips, RE: Hospital visits, etc.
  - vii. Parents only problematic for a few schools
    1. These schools can work more with their parents and address the issues particular to their parent populations
  - viii. Parents can sign Code of Conduct at the beginning of the season when their children are selected to the athletic teams—can be an umbrella contract for all local games, national games, and AASCA games
  - ix. Administrator presence very helpful—sitting with parents at events has been effective
    1. Sometimes parents respond better to their OWN administrators than to host school administrators

**IV. Review the growing membership of the association and the problems that creates when hosting.**

- a. Large Schools—events have grown into HUGE events with 12 teams participating
- b. CDS enrollment of 288 qualifies them to remain in Small School Division



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- c. **RECOMMENDATION:** Enrollment Chart on AASCA Website is very outdated. Needs to be updated every year not later than September 15.
- d. **RECOMMENDATION:** Continue recent trend of holding AASCA schools accountable for participation in events and hosting of events
  - i. If we have a school who does not participate in the AASCA Principal meeting, is difficult to maintain continuity/consistency
  - ii. We would like to see the Directors enforce the responsibilities to membership re: participation in meetings, participation in events, and hosting of events

## V. ISSUES FOR DISCUSSION:

### A. Extracurricular trips and how their infringement on academic time is handled by school to include make-up work (MFM, AST /HH LIA)

- a. AST—Every year we are participating in so many activities: AASCA, HACIA Democracy, MUN, Junior State of America, Honduran Bilingual Schools Association Events (much like AASCA). Academics suffer with time crunch
- b. Sampedrana: Student obligations when participating in events:
  - i. 2-3 weeks before trip, students receive work and must turn all work in before they leave for the end
  - ii. Some problems with teachers not holding students accountable for the work
  - iii. Quizzes and tests must be taken within 2-3 days of returning from events
  - iv. Can modifications be made to help with down time during AASCA events?
    - 1. Rooms for study halls during tournaments?
- c. AASCA SOCCER: Scheduling great because girls/boys played back to back and they were able to watch each other's teams
- d. LINCOLN: Problem with students who participate in events back to back (ex. AASCA soccer, HACIA, etc.)
  - i. Some students participate in multiple events (and qualify for participation with good grades)
  - ii. Teachers would like the school to limit the events students can participate in
- e. AST: Schools could implement number of days students can miss due to Field Trips and School Events
- f. Students must have 70 in all classes, have no major disciplinary infractions—has made a great difference for those who travel
- g. Students have 5 days to make up missed work/tests after a 4 day trip



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- h. Students in some schools who become disqualified due to grades AFTER they pay, then forfeit the money already paid for the event and do not participate
- i. Problems with absences: Excuses and Doctor's notes easy to obtain (in addition to participation in events)
  - i. CDS: Attendance Committee
    - 1. Students can only miss 10 days
    - 2. At 7 days, the student/parent is notified of policy
    - 3. If pass 10 days, the student is notified they will not receive credit, have the right to appeal
    - 4. Appeal process involves letter requesting appeal, letters of recommendation from teachers, etc
  - ii. ISP: Attendance requirement, no more than 9 days may be missed
    - 1. Incompletes given automatically for all grades
    - 2. Students must appeal the incompletes
  - iii. CAD: Parents must give 5 days notice of absences or students receive No Credit for all coursework missed. Has been an excellent deterrent
  - iv. BA: Students who go over 9 days per semester must replace SEAT TIME on Saturdays, for a cost. Has been an excellent deterrent
  - v. What about those students who ARE successful and have missed too many days of instruction? Is classroom instruction meaningful? Students who miss too many days should naturally not do so well in their classes and this is a natural consequence of excessive absences
  - vi. **REQUEST: Send attendance policies to Maria Motz**
- vii. Should we make AASCA Event Participation Expectations consistent across schools?
  - 1. Would help some schools
  - 2. Would be detrimental to some small schools who have limited students who can participate in sport teams
  - 3. Can be included that we are committed to:
    - a. Student participants academically eligible
    - b. Student participants have good attendance





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**RECOMMENDATION—Incorporate into the AASCA Event Manual:**

All AASCA schools are committed to ensuring that all students participating in AASCA events meet eligibility requirements in terms of academic performance and attendance, among others. All student participants are expected to be passing all subjects, in good standing with attendance and behavior. All AASCA schools enforce this according to internal rules and policy.

**RECOMMENDATION: Create/consolidate one AASCA Event Manual, to encompass sports and non-sport AASCA events. Each event needs to have own separate section with specific rules, but overall policies need to be consistent.**

- B. Enforcing the regulations of sportsmanship (JDS, AES)
  - a. Administrator expected to attend each AASCA event. Can this person be the Athletic Director?
    - i. AD has too many roles in AASCA events
    - ii. Some schools send AD to represent administrator or teacher
      - 1. Small schools have staff that serve in multiple roles
      - 2. Schools must be selective with who is sent to help enforce conduct and sportsmanship
    - iii. SOCCER: Administrator must be present?
      - 1. Administrator needed to help with conduct in hotels, etc.
- C. **Event issues: the dates of events (should be more spread out); Conflicting dates (Tri-Conference for example); Airline issues; costs for hosting school, conduct of students in hotels (JDS, AES, Maya Guatemala, ISP)**
  - a. DATES OF EVENTS: Can we space events to ensure no more than one event per month?
    - October-- Basketball
    - November—Knowledge Bowl
    - February—Drama/Music/Soccer
    - March—Soccer/Volleyball
    - April—Volleyball/Cross Country
  - b. AIRLINE ISSUES: A week before event, an airline doubled fares citing a misquote
    - i. Can we strengthen our cooperate relationship with regional airlines to ensure fair rates and policies?
    - ii. **RECOMMENDATION: Have DIRECTORS help us with the negotiation of AASCA rates with airlines? We would like special**



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consideration/co-sponsorship of events and recognition of our business

c. COSTS FOR HOSTING EVENTS:

- i. Knowledge Bowl: \$500 works very well to cover costs for 5 students per team
- ii. Soccer: \$500 to cover costs for 18 students per team
  1. Fields Must be rented
  2. Referees must be hired
  3. Ice/Gatorade/Shade

**RECOMMENDATION:** Move to four-tiers of fees (based on minimum number of participants per team and the nature of the event):

1. \$900 (Soccer—18 students per team) Soccer events have not come close to meeting budgets in past ten years

Colegio Guatemala Small School Soccer, \$5000 over 2012-2013

American School Tegucigalpa Large School Soccer, \$2,000 over 2012-2013 (in spite of many great donations and sponsorships)

2. \$600 (Volleyball and Basketball—12 students per team)
3. \$500 (Drama and Music, 10-15 students per team)
4. \$400 (Cross Country, Knowledge Bowl, Leadership—4-7 students per team)

b. CONDUCT IN HOTELS:

- i. Problem with having multiple groups in same hotels—
  1. Keeping students from each other's rooms
  2. Conduct in general—drinking, sneaking out of hotels
- ii. Host School Students—Often facilitate taking students OUT from hotels
- iii. SATURDAY NIGHT—Biggest problem
- iv. GIRLS' Hotel/BOYS' Hotel
- v. Supervision needs to be consistent among all AASCA schools, AASCA curfews need to be enforced
- vi. When issues arise, Principals need to communicate directly and discreetly

## **VI. Participation of graduated seniors on November events (i.e. Knowledge Bowl) for schools on the Feb-Oct calendar (CA, CAS)**





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- a. Can be difficult to have students participating in events that are no longer enrolled in schools—school would have no disciplinary leverage
- b. Only students enrolled in schools can participate in AASCA events

## **VII. Understanding by Design Model for curriculum development and Unit planning (EIS)**

- a. Who is using UBD? Is anyone using consultants?
  - i. Colegio Maya—Working to implement UBD, but not using any consultants
  - ii. AST—Maria showed how they are using UBD and Atlas. Second year of implementation. Takes 3-5 years to implement
    1. This year are connecting day to day lesson plans to curriculum maps
    2. Learning Plans—Week by week skeleton of planning is shared with parents and is on teacher's website
    3. ALL professional development has been directed to Atlas/UBD
  - iii. ATLAS Rubicon—used by about half schools to map curriculum
    1. Has been recommended by many accreditation visits
    2. Useful tool for Curricular alignment
    3. ISP has used Atlas for many years and has wiped it clean to restructure and streamline
      - a. Essential Questions focus
      - b. Are standardizing their approach to Atlas and UBD now
    4. Good Curricular support is critical to implementation—helps teachers understand how to use system and UBD
    5. Weekly supervision useful practice—weekly feedback
  - iv. Power School/Admin Plus/Renweb
    1. Pros/Cons General discussion

## **VIII. Advisory Programs used in your High School (CDS)**

- a. Maya—Structured program in the Middle School geared toward aspects of leadership. In the HS, one hour per week given
- b. ISP—Useful for mentoring of students—20 minutes a week. One teacher advises 10-12 students. Object to catch issues before getting to a counselor. Useful time for class meetings.
- c. CAG—One teacher advises 10-12 students a week—informal system that allows teachers to get to know students
- d. Panamerican—Advisors meet with students every morning. Is the dedicated time for assemblies. Parents are directed to meet with student advisor first.



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- e. Works well when teachers are all on board and someone is directing the advisory program. Needed to be well organized.

## **IX. Teacher Supervision—What are you doing and how is it working? (Marian Baker)**

- a. Colegio Inter—Walks into each classroom every day. Immediate feedback. End of year evaluation form. Teachers fill them out and then the Principal fills same form out. All teachers meet with Principal at end of year.
- b. Colegio Maya—Friendly Feedback forms given to students, Principal uses this information to give feedback to teachers. Helps teachers see student perception and correct habits that might not have been noticed by the teacher. Finds the information useful to combine with walk-through observations conducted by principal. Checks lesson plans weekly and finds it to be a good opportunity to give advice to teachers.
- c. AST—Teacher Scorecard, in beginning implementation right now—Includes inclusion of technology in teaching, lesson planning, etc. Student survey also included.
- d. Lincoln—Student-teacher conversations in Principal office, The Good, the Bad, and the Ugly. Has had good results but can be intimidating to teachers
- e. CDS—Student surveys conducted in October and end of year. Compiled with Walkthroughs. Focuses walkthroughs each month and shares focus with teachers ahead of time. Teachers also do self-evaluations
- f. Panamerican—Teacher self-evaluation, short classroom visits, student surveys at beginning and end of year, summative evaluation and end of year interviews with each teacher.
- g. Balboa—Has adopted a very structured Teacher Evaluation system based on AdvancEd recommendation. Includes the pre-conference meeting, formal observation, and post-conference. Includes walk through observations and student survey results. Principals also give surveys to students—useful tool to measure student perception and adjust accordingly.

## **X. Percentage of students on Honor Roll?**

20-30% the norm

## **XI. Reports on AASCA Events (2012-2013)**

- A. Leadership Conference – Lincoln International Academy, Nicaragua  
September 20-23, 2012



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17 schools attended. Hosted at Laurel Center, Managua. Highlights: US Ambassador Inspirational Talk

**B. Large School School Basketball – Colegio Americano de Guatemala, Guatemala**

**October 10-14, 2012**

10 schools participated. \$9,300+ over budget. Problems with outdoor events being affected by rains. Some parents were removed by security, but overall parents and students demonstrated good sportsmanship.

**C. Small School Basketball – Marian Baker School, Costa Rica**

**October 24-28, 2012**

4-5 schools participated. Had difficulties running on schedule.

**D. Knowledge Bowl – International School of Panama, Panama**

**November 14-18, 2012**

9 Varsity teams, 7 JV Teams participated. Fun event to host. Nice to see different students at an AASCA event. Easy to stay within budget. Willing to host again! CISS Won JV and Sanpedrana won Varsity. All native-English speakers read questions in response to comments from prior conferences.

**E. Music Festival – Sanpedrana**

**January 31-February 3, 2013**

Had three areas: Band, Orchestra and Choir.

**F. Small School Soccer – Colegio Maya Guatemala**

**March 13-17, 2013**

Interamericano and Colegio Americano helped with fields. First event they have hosted in many years. Boosted school spirit on campus.

**G. Large School Soccer – American School of Tegucigalpa, Honduras**

**February 27-March 3, 2013**

Fun flying into Tegucigalpa! All games played on artificial turf and some night games played. 10 schools, 20 teams, 360 athletes. Good time management of scheduled games, some problems in the final game with parents and students. All problems addressed by administrators in a timely fashion. Problems with referees—were brought in from other parts of Honduras to avoid biases. Students behaved very well on and off the field, but parents from EIS, EAS, and AST need to remember these are student events. Many injuries—was it the turf? Was it the refereeing? Were students not hydrating enough? \$3,500 over budget—many significant donations. All Gatorade and water was donated. Shirts and some of the food donated. Rental of courts and refereeing was very expensive. Security a very big issue for host school—best field located in a very dangerous area. Many security personnel hired.



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Comments from participating schools: Refereeing seemed balanced. Venues for games far away. Some concern with Spanish coach's meetings. Great experience to have girls watch the Women's National team play.

**H. Invitational Cross Country— Country Day School, Costa Rica  
April 4-7, 2013**

Great event to host. Very different from other sports and a very different group of students. Event hosted in a rain forest. 110 athletes, 8 schools, 16 teams. Contracted a race team who helped with the organization. Gold race ended up a photo finish between three runners. Students able to participate in adventure rafting team-building activity at the end.

Some suggested that there was too much communication. Some concern with rainforest animals spotted—re. snakes. Some problems with supervision in the hotel in the evenings. Ended up \$2,000 over budget but is asking each school who sent two teams to pay \$500 per team now.

**I. Invitational Volleyball – American Nicaraguan School, Nicaragua  
April 10-14, 2013**

12 schools participated. 250 athletes. 56 matches played. AST won both Boys and Girls, Sanpedrana 2<sup>nd</sup> place Boys and Girls. Efficient scheduling of games. Fully catered meal at both Opening Ceremony and Closing Ceremony. Parents given refreshments waiting for the Closing Ceremony. Student hosts assigned to each team. Only one accident—student sent to hospital. Transportation—not rated as highly.

Much positive feedback—rated very highly by all participants. Great communication! Wonderful hosts! Outstanding keynote speaker. Great hydration. Some concerns with refereeing—common problem faced in all tournaments.

**J. Principal's Meeting—San Augustine, Managua, Nicaragua April 26-27, 2013  
17 schools represented**

**Not Represented:** Lincoln School, Costa Rica  
Colegio Mazapan, Honduras  
Freedom School, Honduras  
Escuela Panamericana, El Salvador  
American International School of Costa Rica  
International School of San Salvador



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## XII. Pledge Calendar 2013-2014

- Athletic Directors' Conference, Balboa Academy  
August 29- Sept. 1, 2013
- Leadership Conference—Escuela Americana Salvador  
September 19-22, 2013
- Tri-Association Conference – Mexico City  
October 7-11, 2013
- Invitational Basketball, American School of Tegucigalpa  
October 23-27, 2013
- *Invitational PANAMUN October 29-November 1, 2013*
- Knowledge Bowl – Colegio Maya, Guatemala  
November 13-17, 2013
- **DIRECTORS PLEASE DECIDE Drama Festival – Lincoln School, Costa Rica NOT PRESENT**  
**TENTATIVE DATES January 30-February 2, 2014 or February 6-9, 2014**
- Invitational Cross-Country - Colegio Americano, Guatemala  
February 13-16, 2014
- Small School Soccer – Panamerican, Costa Rica  
March 12-16, 2014
- Large School Soccer – Colegio Interamericano, Guatemala  
March 12-16, 2014
- Large Volleyball – Escuela Internacional Sampedrana, Honduras  
April 2-6, 2014
- **DIRECTORS PLEASE DECIDE Small Volleyball – Mazapan, Honduras NOT PRESENT, MARIAN BAKER HAS VOLUNTEERED TO HOST!**  
**TENTATIVE DATES April 2-6, 2014**
- Principal's Conference – Escuela Panamericana, El Salvador  
April 24-27, 2014

*\*A vote was taken and the great majority of Principals prefer to keep our meetings in the host country.*

## XIII. Pledge Calendar (2014-2015)

- Leadership Conference— Colegio Interamericano, Guatemala
- Tri-Association Conference – TBA
- Small School Basketball – AMERICAN INTERNATIONAL SCHOOL OF COSTA RICA\* (With support of other Small Schools from Costa Rica)





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- Large School Basketball – Decroly, Guatemala
- Knowledge Bowl – Colegio Maya Salvador and CISS, El Salvador
- Music Festival – American School of Tegucigalpa, Honduras
- Invitational Soccer—Escuela Internacional Sampedrana, Honduras
- Invitational Cross-Country – International School of Panama
- Large Volleyball – Escuela Americana, El Salvador
- Small Volleyball – Country Day School, Costa Rica
- Principal’s Conference – Panamerican, Costa Rica
- G.I.N Conference – TBA (CAG will propose to host through G.I.N)

*\*Although most events for 2014-2015 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 (Colegio Maya will propose to co-Host Knowledge Bowl with them)*

*Discovery School*

## **XIV. AASCA Community Service Award Entries**

**Paws ‘n’ Claws**, Animal Rescue Shelter founded and run by students. Founded by 3 fifth graders 5 years ago. Have rescued over 300 animals and spayed and neutered over 300 animals. Would use the \$500 to build an enclosure for the dogs to have a play space. Is a project that incorporates volunteers from the Elementary, Middle School, and High School.

Country Day School, Costa Rica

**PRINCIPALS HIGHLY RECOMMEND THE Small Group COMMUNITY SERVICE AWARD FOR THIS PROJECT**

**Feeding Souls**, Community Service project—twice a month cook meals for the homeless. Walk around and talk to the homeless they find and offer them help through meals, haircuts, showers, and clothing. Is a whole school project—parents and students of all ages. Collect donations to support. Has been active one year. Country Day School, Costa Rica

Recommendations: Present video, come back next year to show the sustainability of the project. We would like to hear testimonials from participants and we would like to know more about how many people your meals reach, on average.

**Tetra Brik Project**, Recycling initiative. Students collect, clean, and recycle tetra packaging. They turn the tetra materials into Dos Pinos who then convert them into school desks. Is a small group project (four students) that has been active 16 months. Country Day School, Costa Rica





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**PRINCIPALS HIGHLY RECOMMEND THE Whole School COMMUNITY SERVICE AWARD FOR THIS PROJECT**

**XV. Review and Approval of Conference Minutes**

**XVI. Further discussion**

a. MIDDLE SCHOOL:

- i. Middle School Athletic Festival—weekend event of multiple sports for Middle School athletes
- ii. Recommendation

b. Chess Tournament:

- i. Would there be interest in an AASCA Chess tournament?
- ii. San Agustin would be willing to host a Chess event
- iii. Recommendation

**XVII. Election of Officers for 13-14**

a. Proposal: Move the Secretary position to a voted position and move the Vice Presidential position to the Principal of the Principal Conference Hosting School.

- i. Vote: President For Life—Maria Motz
- ii. Appointed: Vice President—Claudia Pardo
- iii. Vote: Secretary—Erinn Magee