

AASCA General Directors' Meeting

LOCATION:

PRIMARY FACILITATOR:

DATE:

TIME:

Marriot Dadeland, Miami, Florida

Mrs. Linda Niehaus, AASCA President

May 1-5, 2013

9:00 a.m.-4:00 p.m.



AASCA GENERAL DIRECTORS' MEETING

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Mrs. Linda Niehaus, AASCA President

DATE:

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TIME:

8:00 a.m.-4:00 p.m.



	NAME	SCHOOL		E-MAIL
1	Steven Hupp	Colegio Maya	GUA	shupp@cm.edu.gt
2	Alegria Lores	Pan-American School	CRC	alegrial@gmail.com
3	Carl Wieburg	Colegio Interamericano	GUA	carl.wieburg@interamericano.edu.gt
4	Gloria Doll	American Nicaraguan School	NIC	gdoll@ans.edu.ni
5	Greg MacGilpin	Country Day School	CRC	greg_macgilpin@cds.ed.cr
6	Jack Bimrose	Lincoln School	CRI	jbimrose@lincoln.ed.cr
7	Helen L. Kiser	Balboa Academy	PAN	hkiser@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	mmaristany20@gmail.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	Shirley J. Hooper	Colegio Maya	SAL	shooper@colegiomaya.edu.sv
16	Chester Stemp	Colegio Interamericano	SAL	c_stemp@intschoolsansal.com
17	Luis Chavez	Happy Days/Freedom Schools	HON	lchavez@happydaysschool.com
18	Martha Counsil	Mazapan School	HON	martha.counsil@dole.com
19	Rajiv Bhat	International School of Panama	PAN	rbhat@isp.edu.pa
20	Adolfo J. Gonzalez	Lincoln International Academy	NIC	adolfo@lincoln.edu.ni

DISCUSSION ITEMS:

- Welcome and Icebreaker Activity
- Extra Day of Work to revise Purpose and Direction of AASCA
- Minutes from last year's GD Meeting
- Minutes from Principals' meeting in Managua, Nicaragua
- AASCA Calendar of Events 2013-2014
- New Vision, Mission, Core Values and Goals
- Outstanding Community Service Award
- New Schools Requesting Membership
- AASCA Board Elections
- AASCA Treasurer's Report
- Budget for Professional Development
- Next year meeting
- Appreciation for Mr. Jack Bimrose & Jean Lamb
- Annual Salary Increase for AASCA Website administrator

1. Welcome and Icebreaker Activity

At 9:15 a.m. on Thursday, May 02, AASCA president, Linda N. greeted everyone and requested participant to introduce themselves. Twenty out of the twenty three AASCA schools were represented in the General Directors' meeting. The Agenda for the meeting was revised and some changes were made to accommodate participants leaving on Saturday afternoon. Before discussion began, Directors shared highlights of the year.

2. Extra Day of Work to revise Purpose and Direction of AASCA

As planned, work began on revising AASCA's vision, mission and values. Discussion followed on different aspects that needed revision or change. There was also an indication that AASCA needed to include goals that could be assessed each year. Discussion continued and ideas for change or rewording came from all directors. Linda N. recommended breaking up in four different groups that could review and revise AASCA statements of purpose and direction and bring specific ideas or changes to the group.

3. Minutes from last year's GD Meeting

AASCA Secretary, Adolfo G. read minutes from last year meeting. ***Martha M. moved to approve minutes as written, Liliana J. seconded the motion and minutes were approved unanimously.***

4. Minutes from Principals' meeting in Managua, Nicaragua

17 schools were represented at the Principal's meeting held in Managua hosted by Saint Augustine School. It was agreed that the meeting was well organized and run; this was the first Saint Augustine hosted an event.

Principals recommended that there should be only one manual for Basketball, Volleyball and Soccer instead of the three existing right now.

Regarding Principals' Meeting (PM), these were their recommendations:

- **PM: AASCA Flag: Keep same flag—please correct the flag from El Salvador**

Jack B. suggested reprinting the flags including the missing seals of El Salvador and Costa Rica. Adolfo G. recommended redoing professionally the AASCA logo before fixing the flags. After a brief discussion Adolfo G. moved to redo logo with professionals and reprint flags for every school fixing Costa Rica and El Salvador flags. Ron V. seconded the motion and everyone was in favor. Discussion continued, Should AASCA include Belize flag in the logo? After discussing this idea and decide that AASCA will wait until a Belize school request membership Luis Ch. moved to eliminate the first motion in order to propose a different

one. Greg M. seconds, and first motion was withdrawn. *Jack B. moved to completely redesign the logo and print new flags for the schools. Gloria D. seconded the motion and it was approved unanimously.* Luis Ch. & Adolfo G. will be in charge of this task and will send the new design for all to vote in August. Not responding to the email will indicate a vote of approval.

- **PM: Have Directors help us with the negotiation of AASCA rates with regional airlines: COPA & TACA. We would like special consideration/co-sponsorship of events and recognition of our business.**

Linda N. noticed that TACA has corporate membership and benefits for companies and requested help on finding out what can possibly be done in regards to this point. Ken T. and Chester S. from El Salvador indicated that they will be in charge of finding out the above possibility with TACA. Rajiv B. and Helen K. will do the same in Panama with COPA.

- **PM: Due to differences in cost of events change current fee structure to:**

- \$900 dollars per team for soccer
- \$600 Volleyball and Basketball
- \$500 drama and music
- \$400 Cross country, knowledge bowl, leadership

Discussion followed and Liliana explained that in their last event, they had \$3500 dollars overrun, Ron V. agreed that there is a need to increase participation fee. Linda N. noted that there is a need to think on how to run the best events without being extravagant, Ken T. expressed his concern that the numbers presented could not be adequate. Linda N. reminded all that now each school pays for their own transportation, so it was thought that that would help keeping the events costs within the budget; if AASCA is going to increase Directors need to research on how much. Martha C. indicated that cost to run events also depends on who is hosting and resources available in the area. Ken T. added that he did not feel comfortable if fees were not increased as suggested by Principals; affirming that there is a responsibility to find out what is not working, but fees need to be increased. *After much discussion, Carl W. moved to approve Principals recommendation for one year and after that assess the outcome in order to continue with the above fee structure or make adjustments. Martha M. seconded the motion and it was approved unanimously.* Also, Greg M. produced a chart for each school to indicate what capability each school has to host events in order to improve planning capacity.

- **PM: Enrollment Chart on AASCA website is very outdated. Needs to be updated every year no later than September 15.**

Adolfo G. indicated that as of May 2013 (please remember that cutoff date for enrollment is April), there are six schools that have not sent their enrollment information. It was agreed that the information will be uploaded each May and schools that do not send their information will not appear in the enrollment chart.

- **PM: Continue recent trend of holding AASCA schools accountable for hosting events and participation.**

Discussion followed on last year's agreement on minimum requirement of participation for AASCA schools:

- Each year: Participate at least in one meeting (GD meeting or PM).
- Every two year: Participation at student's events.
- Every four years: Host an event.

Linda N. explained that the *Panamerican School of El Salvador* and *Escuela Internacional in Costa Rica* have not complied with minimum requirements. ***Linda motion to send them probation letters, Robert G. seconded the motion and it passed by 16 votes. AASCA Secretary will send the two schools letters informing their new membership status.***

- **PM: AD should create/consolidate a single AASCA Events Manual:**

After a discussion on this topic and revision on how event rules and procedures are presented in the AASCA web, Linda N. suggested sending this recommendation back to the Principals. They should carefully revise the website and decide what specific changes they want to make. Directors believe that this should be an activity for the Principals and not for the AD. Principals can also request support from the Directors in case they have recommendations for change and/or additions for rules or procedures of specific events.

- **PM: Cross Country Rules need to be added to the Manual:**

AASCA schools have hosted four Cross Country events. Linda N. asked Directors if this event should be kept as invitational or include it as an AASCA event (annual or biannual). After a brief discussion on the success of the Cross Country event, ***Greg M. motioned that Cross Country becomes an annual invitational event, Ron V. seconded the motion and it was approved by all Directors.*** Greg M. will share Cross Country rules and procedures used at his school to be included in the web.

- **PM: Revise AASCA policies to prevent students from traveling to tournaments and not play:**

As of right now, schools either have some type of play time for their students (equivalent to a game or just be in the field at some time during the tournament). Luis Ch. recommends that there could be more substitutions in AASCA rules, allowing more players to play. This could be done by going away from FIFA rules and adopting College Soccer rules.

Greg M. strongly suggests that substitution rule and playing time be revised and that there should be at least one appearance in the tournament for each student. Robert G., reminded us that the main purpose is to have everyone play, but cautioned that such a rule might not be fair to the athletes that have worked hard for the tournament, and put in the game young inexperienced students that jeopardize the team's participation. Ken T. indicated that Directors should send the message that every student who attends must participate and ***moved that Athletics Directors revise this and come up with details to implement a rule for participation or play time, Gloria D. seconded the motion and it passed unanimously.***

Also, it was discussed that Athletics Directors must come up with a new tie breaker rule, **Ron V. moved that Athletic Directors revise current tie breaker rule and come up with a new one that does not involve score differential, Greg M. seconded this motion and it was approved by a majority vote.**

- **PM: Recommendation to include in the AASCA Events Manual the following paragraph:** "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.~~ Discussion followed in regards to this topic and what is the criteria of "good standing" according to the different schools. Greg M. recommended to have something similar in writing but to leave it as open as possible. Discussion followed on AASCA participation in regards of academics, attendance and behavior. **Ken T. moved to include the above paragraph in the AASCA Events Manual with the following change:** "all student participants need to be in good standing with respect to academics, attendance and behavior in accordance with the internal rules and policies of each school", **Rajiv B. seconded the motion and the motion passed by 17 votes.**

5. AASCA Calendar of Events 2013-2014

Calendar proposed by Principals was analyzed and a long discussion followed (some of the major sports dates were changed and many Directors requested to change conflicting dates and check all possibilities to have the major events spread in the year). 2013-2014 Calendar was revised and approved (with changes) as follows. Pledge Calendar for 2014-2015 as stated in the Principal's minutes was also approved.

2013-2014	EVENT	SCHOOL/Place	COUNTRY	DATES(*)
	AD CONFERENCE	Balboa Academy	PAN	Aug. 29-Sept. 1
	LEADERSHIP CONFERENCE	Escuela Americana	SAL	Sept. 19-22
	TRI-ASSOCIATION CONFERENCE	Mexico, D.F.	MEX	Oct. 7-11
	INVITATIONAL BASKETBALL	American School of Tegucigalpa	HON	Oct. 23-27
	INVITATIONAL PANAMUN	International School of Panama	PAN	Oct. 29-Nov. 01
	ELEMENTARY PRINCIPAL'S MEETING	American Nicaraguan School	NIC	Oct. 31-Nov. 03
	KNOWLEDGE BOWL	Colegio Maya	GUA	Nov. 13-17
	INVITATIONAL CROSS COUNTRY	American School of Guatemala	GUA	Nov. 20-24
	DRAMA FESTIVAL	Lincoln School	CRC	Feb. 6-9
	MIDDLE SCHOOL CHOIR	American School of Guatemala	GUA	March 12-16
	LARGE SCHOOL SOCCER	Colegio Interamericano	GUA	Feb. 19-23
	SMALL SCHOOL SOCCER	Pan-American School	CRC	March 5-9
	LARGE SCHOOL VOLLEYBALL	Escuela Internacional Sampedrana	HON	April 2-6
	SMALL SCHOOL VOLLEYBALL	Marian Baker School	CRC	April 2-6
	INVITATIONAL G-I-N CONFERENCE	Carol Morgan School	DOMINICAN R.	March 12-16
	MS/HS PRINCIPAL'S MEETING	Escuela Panamericana	SAL	April 24-27
	GENERAL DIRECTORS MEETING	Marriot Dadeland, Miami, FL	USA	April 30-May 4

(*) First and last day are travel days.

6. New Vision, Mission, Core Values and Goals

After two work sessions (in small groups), one during the first day of the meeting and the other in the morning of the second day, groups presented their recommendations. There was a lot of introspection and analysis, even to discuss words such as “Americanism” or “internationalism” up to the point of suggestions to change the name of the association, but it was decided that if such a change is desired then it should be put in agenda for future meetings. After much work and discussion, ***Gloria D. moved to accept the new vision, mission, core values and goals, Ken T. seconded the motion and this was approved by 19 votes.***

Vision

Promoting exemplary education in Central America.

Mission

AASCA provides opportunities for member schools to collaborate for the enhancement of learning, social responsibility, international mindedness and professional growth.

Core Values

AASCA is committed to:

- 1. Providing instruction primarily in English that empowers learners to reach their potential.***
- 2. Building community through a variety of activities and experiences.***
- 3. Education that promotes internationalism and interculturalism.***
- 4. Democratic values such as rule of law, respect, pluralism and the common good.***
- 5. Community Service and Service Learning.***
- 6. The physical and emotional well-being of students.***
- 7. Fostering environmentally friendly behaviors.***
- 8. Formal external accreditation as a standard for educational excellence.***

Goals

- 1. Support and facilitate academic, artistic, athletic and cultural interaction among its member schools.***
- 2. Facilitate professional development opportunities and the use of resources that enhance the teaching-learning experience.***
- 3. Promote community service and service-learning opportunities within its member schools.***
- 4. Promote, through its various student activities, cultural awareness and appreciation for cultural differences.***
- 5. Strengthen AASCA’s organizational identity and sustainability through reflection and collaborative exchange of ideas to ensure continuous improvement of the association’s effectiveness.***

7. Outstanding Community Service Award

Linda N. moved that the two projects chosen by the Principals were selected for the AASCA Community Service Awards. Ron V. seconded the motion and it was unanimously accepted. Checks for \$500 dollars each were presented to Greg M., GD, Country Day School.

- ✓ Small Group Community Service Award: ***Paws 'n' Claws, Animal Rescue Shelter, Country Day School, Costa Rica.***
- ✓ Whole School Community Service Award: ***Tetra Brik Project, Recycling Initiative, Country Day School, Costa Rica.***

8. New Schools Requesting Membership

Linda N. explained that two schools have requested to become new members; *Del Campo School in Honduras, and Village School in Guatemala*. It was also indicated that none of these schools were visited (as according to bylaws of new membership). Adolfo G. suggested that the procedure for new membership must be completed before a vote is cast. Liliana J. volunteered to visit the school in Honduras, Steve H. and Robert G. will visit the school in Guatemala. They will send reports to the Board. During next year's meeting, new membership for these schools will be discussed.

Also, a discussion followed if AASCA wants to continue to grow or just happens to grow as more schools request membership. Will schools be able to host events when this happens?, Do we want to continue growing?, eventually, it was decided that as of right now, we can look at the future and think that in the event AASCA grows, there can certainly be more division or even divide schools by regions.

9. AASCA Board Elections

Linda N. indicated that for personal reasons, she will step from the presidency after this meeting. AASCA bylaws indicate that in the event of resignation, the vice-president should become president. Ron V. accepted to become the new AASCA president. ***Martha C. motioned to propose Liliana J. as the new vice-president/treasurer; Gloria D. seconded the motion and it was unanimously approved.*** Adolfo G. was ratified as secretary for another term.

10. AASCA Treasurer's Report

Ron V., AASCA Treasurer presented the balance Report for the year 2012-2013 and commended all schools for paying fees on time. He also indicated that during last year's meeting, it was agreed that AASCA fees increased by \$180 dollars for the 2013-2014 academic year; then, as a reminder, he indicated that the new AASCA membership fee for 2013-2014 will be \$4000. There was also a discussion if AASCA should continue to pay the EBSCO fee; Ron V. indicated that there is nothing we

can do right now. AASCA has no say in this matter even if our group wants to get out of this deal; it is up to TRI-Association to decide. He also reminded everyone to pay AASCA membership dues by October/November or the end of the year. Also, Directors can pass along the name of the Business Manager if they want AASCA to send reminders directly to them.

Alegria L. moved to approve the budget as presented by Ron V. Jack B. seconded the motion and it was approved unanimously.

	Balance	Credit	Debit/Checks	Interest	Fees
June 01 2012-June 30 2012	94,321.67			7.73	
Jul 01 2012-Jul 31 2012	94,329.40		410.00	7.96	
Aug 01 2012-Aug 31 2012	93,927.36		77,808.00	4.13	
Sep 01 2012-Sep 30 2012	16,123.49	44,091.00	2,056.00	3.13	135.00
Oct 01 2012-Oct 31 2012	58,026.62			4.91	
Nov 01 2012-Nov 30 2012	58,031.53	3,820.00		4.87	
Dec 01 2012-Dec 31 2012	61,856.40	7,605.00		5.61	15.00
Jan 01 2013- Jan31 2013	69,452.01			5.90	
Feb 01 2013-Feb 29 2013	69,457.91			5.33	
Mar 01 2013-Mar 31 2013	69,463.24	11,460.00		6.18	
Apr 01 2013-Apr 30 2013	80,914.42	7,640.00		6.94	15.00
Closing April 30	88,546.36	3,820.00			
Current Balance May 3	92,366.36				
Transactions Pending					
Checks to be Deposit		4,239.55			
Check Misssing		3,280.00			
Principal's Meeting			2,147.50		
Elementary Principal's Meeting			1,472.57		
Community Service			1,000.00		
Web Page			2,205.00		
Projected Balance May 5	93,060.84				

11. Budget for Professional Development

The group discussed the possibility of providing PD during the different meetings that AASCA supports. ***Adolfo G. moved to provide a budget of \$2000 for PD initiatives for each of the following meetings: Elementary Principals/MS and HS Principals/Athletics Director/GD. Rajiv B. seconded the motion and after a brief discussion the motion was approved unanimously.***

12. Next year meeting

After a reflection and very kind words by Jack B. about the importance of the AASCA GD meeting, collegiality and benefits of being able to share for a few days with other directors from the region, ***Gloria D. moved to keep the extra day of meeting added this year to provide time for sharing best practices and PD, Adolfo G. seconded the motion and it was approved by all.*** GD meeting will take place in Miami (at Dadeland Marriot) from April 30 to May 4, 2014.

13. Appreciation for Mr. Jack Bimrose & Jean Lamb

AASCA GD wanted to show their appreciation for Mr. Bimrose (member of AASCA for 14 years, who this year, ends his contract with Lincoln School in Costa Rica) and Mrs. Lamb (who is retiring from Balboa Academy and was not able to participate at the meeting). Both of them have been great leaders at their respective communities and have demonstrated enthusiastic support for all AASCA activities. ***We would like to say to both of them that they will be very much missed by all! –Jack and Jean: Hasta siempre y nos vemos pronto!***

14. Annual Salary Increase for Website Administrator

Luis Ch. moved to have a yearly salary increase for Tita Hausler, AASCA webmaster. He suggested using the International Index for Inflation from the Monetary Fund (this year, the index for Guatemala is 6.2), thus increasing her annual salary according to this index. Robert G. seconded the motion and it was approved by all members present.

The meeting was adjourned at 12:05 p.m. on Saturday, May 04, 2013 with suggestions to include the following topics for next year's meeting: website revision (have a projector for that next year, need for an additional administrator (in addition to the AD and coach) in the different AASCA tournaments, need to provide PD or share best practices regarding one of the SACS requirements for accreditation (*DATA for student growth*)).