



**The American
School Foundation®**

**American School Foundation
Parent Association
2020-2021**

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The American School Foundation Parent Association Handbook establecen códigos y lineamientos para los miembros mayores de nuestra comunidad escolar. No existe ninguna publicación que cubra todas las eventualidades que un empleado de la escuela pueda encontrar en el transcurso de un año. Diversas decisiones, son llevadas a cabo de acuerdo con el buen juicio de la administración de la escuela. Adicionalmente, bajo ciertas circunstancias, puede ser apropiado que la Escuela sea parte de estas declaraciones publicadas. En asuntos de políticas establecida, The American Foundation, A.C. (en adelante “La Escuela” o “ASF”) se reserva el derecho absoluto de alterar sus prácticas en base a sus cuestiones profesionales y de negocios, pero la escuela hará todo lo posible para informar a toda la comunidad escolar siempre y cuando, sea apropiado hacerlo.

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THE AMERICAN SCHOOL FOUNDATION, A.C. PARENT ASSOCIATION BYLAWS

Last Revised: 10 August 2020

ASF PARENT ASSOCIATION BYLAWS

Article I: Name

Section 1. The name of this organization is the Parent Association of the American School Foundation, A.C., Mexico City. *.

Article II: Article of Organization

The association exists as an unincorporated association of its members.

Article III: Objectives

Section 1. The objectives of the association are:

- A. To be an active liaison between the parents, teachers and the ASF School community.
- B. To support the ASF philosophy as stated by the School Mission.
- C. To organize, support, and promote educational and cultural activities for the School community.
- D. To organize and present the annual Art Fair.
- E. To offer hospitality for School events and to provide welcoming services to new families.
- F. To participate in fundraising when needed in collaboration with Institutional Advancement for the benefit of the ASF School and its future.

Section 2. The objectives of this association are governed and qualified by the basic policies set forth in Article IV.

Section 3. The Parent Association organizes sponsored and fundraising events.

- A. Sponsored
 - a. Family Kick Off Day
 - b. New Teachers Welcome
 - c. New Families Welcome
 - d. Teacher and Faculty Brunches
- B. Fundraisers
 - a. Art Fair
 - b. Book Fairs
 - c. Used Uniform Sale

Article IV: Basic Policies

Section 1. The association shall be noncommercial, nonsectarian, and nonpartisan.

Section 2. The name of the association or the names of any member in their official capacity shall not be used in any connection with a commercial concern, with any partisan interest or for any

purpose not appropriately related to the promotion of the objectives of the association.

Section 3. The association will cooperate with the School to support the improvement of education in ways that will not interfere with the administration of the School and shall not seek to control School policies.

Article V: Membership

Section 1. Membership is automatic for the parents and legal guardians of any child currently registered and attending the ASF.

Section 2. Membership shall be available without regard to gender, race, creed, or nationality.

Section 3. Members of the association shall be eligible to attend and participate in general Parent Association meetings.

Section 4. Only members of the association that are in good standing with the School shall be eligible to vote or serve in any appointed or elected position.

Article VI: Officers and their Election

Section 1. Composition: The officers of this association shall consist of a president, a vice-president, a secretary, a treasurer, a co-treasurer and a parliamentarian. They will constitute the Parent Association Executive Board.

Section 2. Elections: Officers shall be elected by ballot with a simple majority vote of the Parent Association members in attendance at the May election meeting.

Section 3. Officers shall assume their official duties at the last Parent Association Board meeting of the school year.

Section 4. Term: The Parent Association Executive Board members shall serve a term of two years. The President, Secretary, and Co-Treasurer are nominated and elected during the odd year, and the Vice-President, Treasurer and Parliamentarian the following even year. Parent Association Executive Board members may be re-elected once, with the exception of the President.

Section 5. Eligibility: Parent Association Executive Board members shall reside in Mexico and shall not be employees of the school.

Section 6. Parent Association Executive Board members shall render services without remuneration.

Article VII: Nominations

Section 1. There shall be a nominating committee consisting of five members. The Parliamentarian shall serve as chairperson of this committee, the remaining four members shall be selected by the Parent Association Executive Board from members of the association at large representing each one of the four schools no later than February. The Parent Association Nominating Committee shall serve a term of two consecutive years being able to serve more than once as long as they are not consecutive terms or for the same school division.

Section 2. At the March meeting, the positions open for elective office shall be announced. Written notice of the offices to be filled and the date of the election shall be posted on the School web site one month prior to the election.

Section 3. The Parent Association Nominating Committee shall select one or more candidates for each elected position from nominations submitted in writing to the committee. If more than two candidates apply for the same position, the nominating committee shall select at least two candidates to nominate.

Section 4. Only those who have consented to serve if elected shall be eligible for nomination, either by the committee or from the floor.

Section 5. The Parent Association Nominating Committee will announce candidates for each position at the April General Meeting. At that time nominations from the floor will be accepted as long as a super majority of the Parent Association members are present and in favor, after that the candidate must follow all nomination procedures with the Parent Association Nominating Committee. Nominations will then be closed.

Section 6. Elections shall take place at the May general meeting.

Section 7. A person appointed by the Parent Association Executive Board shall fill a vacancy occurring in any office for the unexpired term.

Article VIII: Duties of Elected Officers

Section 1. The President shall preside at all Parent Association General Board and Parent Association Executive Board meetings. The President will promote and coordinate the objectives of the Parent Association, and shall be an ex-officio member of all committees except the Parent Association Nominating Committee.

Section 2. The Vice-president shall act as an aid to the President, and shall perform such other duties as may be delegated to him or her. The Vice-president shall be responsible for overseeing the school's Parent Association coordinators. The Vice-president shall assume the duties of President in the event the President is absent or resigns.

Section 3. The Secretary shall keep a record of all Parent Association meetings and handle all communications between the Parent Association committees and the ASF Communications Office, as well as any other duties delegated to the secretary.

Section 4. The Treasurer shall account for all funds of the organization, with the full and accurate financial record. The Treasurer shall make disbursements in accordance with the approved budget, as authorized by the Parent Association Executive Board. The Treasurer shall present a financial statement when requested by the Parent Association Executive Board and shall make a full report at least twice a year.

Section 5. The Co-Treasurer shall act as an aid to the Treasurer and shall assume the duties of Treasurer in her or his absence or in the event of their resignation. The Co-Treasurer will review on a monthly basis all financial accounts with the treasurer.

Section 6. The Parliamentarian will maintain order in the Parent Association meetings using the *Robert's Rules of Order Revised*. She or he will head the Parent Association Nominating Committee; conduct the nominations from the floor and the elections. She or he will present a slate to the Parent Association Executive Board.

Section 7. If at any time an elected officer does not fulfill his or her duties, the Extended Board with a majority vote can ask him or her to step-down. In such a case the Executive Board will appoint a new officer to fill the position for the time remaining.

Article IX: Meetings

Section 1. Parent Association Executive Board meetings shall be held once a month. Each officer shall have one vote. In the event of a tie the President shall cast the deciding vote.

Section 2. The Parent Association Extended Board meetings shall be held at least three times during the school year. The May Board Meeting will include the annual financial report and appointments of committee chairpersons.

Section 3. General Parent Association Meetings shall be held as determined by the Parent Association Executive Board, with a minimum of one meeting annually.

Section 4. Special meetings will be held when deemed necessary by the Parent Association Executive Board.

Article X: Parent Association Extended Board

Section 1. The Parent Association Extended Board shall include the Executive Board officers, the chairpersons of the standing committees, and the school coordinators.

Section 2. The duties of the Parent Association Extended Board shall be:

- A. To approve the plans presented by the standing committees and coordinators.
- B. To approve and support all the general business of the Parent Association.
- C. To initiate new programs, events or committees that fulfill the objectives of the Board.
- D. To promote, facilitate, and participate in the annual Parent Association Art Fair.
- E. To attend all Parent Association Extended Board Meetings and to support the monthly general Parent Association meetings. To present a written report at the Parent Association Extended Board meetings and a final report at the end of the school year.

Section 3. The duties of the School Coordinators shall be:

- A. To coordinate the homeroom parents and grade level coordinators of the schools.
- B. To support all the general business of the Parent Association.
- C. To initiate new programs, events or committees that fulfill the objectives of the Parent Association Extended Board.
- D. To promote, facilitate, and participate in the annual Parent Association Art Fair.
- E. To attend all Parent Association Extended Board Meetings and to support the monthly general Parent Association meetings.
- F. To present a written report at the Parent Association Extended Board meetings and a final report at the end

Article XI: Standing and Special Committees

Section 1. The Parent Association Executive Board will create committees and name chairpersons for such standing committees, as they may deem necessary to promote the objectives and carry on the work of the Parent Association. The term for each chairperson or coordinator shall be two years. They may request a second consecutive term

Section 2. The chairperson of each standing committee of the Parent Association Extended Board shall present a work plan to the Parent Association Extended Board for approval. No committee work shall be undertaken without the consent of the Parent Association Extended Board.

Article XII: Amendments

Section 1. These bylaws may be amended at any Parent Association Extended Board meeting by a two-thirds vote of the members present and voting, provided that written notice of the proposed amendments shall have been given to the Board one month prior to the time of voting.

Section 2. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing Bylaws by two-thirds vote of the Parent Association Extended Board. The requirements for the adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Adopted: September 1994
Revised: April 2010
Revised: February 2016
Revised: January 2017
Voted and Approved: February 9, 2017
Voted and Approved: March 5, 2019

*The name of the Association was changed and approved from Parent Teacher Association (PTA) to Parent Association (PA) in March 2007 as per Board recommendation following the National Association of Independent Schools (NAIS) model.

THE OPERATIONS OF THE PARENT ASSOCIATION

Officers (2020-2021 School Year)

PA President: [Paulina Silva](#)
PA Vice President: [Marcela Ortiz de Montellano](#)
PA Secretary: [Lourdes de la Llata](#)
PA Parliamentarian: [Katia de Lassé](#)
PA Treasurer: [Fernanda Rex](#)
PA Co-Treasurer: [Triphthi Sabareesh](#)

Office Hours of Operation

If you have any questions regarding any of our events, please contact the PA Office for more information. The Parent Association Offices is open during the following hours throughout the school week:

Monday-Friday 7:00 a.m. – 3:30 p.m.

Phone: +52 55 2741 4147 or +52 55 5227 4148

2020-2021 PA EVENTS

Throughout the year, the Parent Association organizes fundraising and community building events, completely run by parent volunteers.

Parent Association General Meetings

The PA holds a Parent General Meeting on the first Wednesday of each month. Meetings are generally held in the Fine Arts Center (FAC), though we also hold virtual meetings when necessary. All ASF parents are invited to attend.

Book Fairs

The Book Fairs are a great opportunity to meet new people while helping the community by being a volunteer. We look forward to our three annual fairs. The **English Book Fair** and the **Spanish Book Fair** seek to bring us together as a community and promote reading. The **Used Book Fair** gives ASF families and friends the chance to donate books to the Parent Association and take them home at very reasonable prices. It is wonderful to see new parent volunteers every year.

Veronica Aguilar is the head of the Book Fairs Committee this year (pabookfairs@asf.edu.mx).

The ASF Art Fair

For the last fifty years, the Parent Association has organized the ASF Art Fair, our biggest fundraising event of the year. The Art Fair is traditionally held on a Saturday in November and the whole ASF community, as well as the larger Mexico City art-loving crowd, is invited to attend. There are over 100 artists in the garden selling their art, K-12 student art is displayed in various venues around the campus, and student musical performances, as well as art workshops for children, are offered. You can find food booths with delicious choices from several dozen vendors. It is an excellent opportunity to get involved, contribute and be part of this annual celebration.

Daniela Jimenez is the Head of the Art Fair Committee this year. You can reach her at artfairregistration@asf.edu.mx.

Book Clubs, Cultural Activities, Sustainability, and More

One of the purposes of the PA is to build a strong community and bring everyone together. We offer different activities for parents to get involved such as the English, Spanish and Bilingual Book Clubs.

Diana Caballero and Silvia Lomeli (pacultural@asf.edu.mx) organize cultural visits such as museum and gallery excursions, while the [Sustainability Committee](#) holds used uniform sales to support the environment and provide excellent bargains. The Parent Association also organizes brunches for faculty and staff, a welcome taquiza for new families, and welcome events for new teachers.

We also have a group of parent ambassadors coordinated by Valeria Castillo (panewfamilies@asf).

edu.mx) who welcome and assist new families in their transition into Mexico and into the School, as well as homeroom parents in Lower School and ECC.

If you would like to volunteer in anyway with the Parent Association, please contact Mariana Torres Blair, Head of the Volunteers Committee this year, for more details (pavolunteers@asf.edu.mx).

COMMITTEES AND COORDINATORS

Standing Committee Chairpersons

The ASF Parent Association has many committees dedicated to the well-being and functioning of the School and its community. Each committee has a coordinator who is designated by the ASF Parent Association Executive Board and at the same time forms part of the ASF Parent Association Extended Board.

The duties of the coordinators should be followed as stated in the Parent Association By-laws:

- I. To coordinate the committee.
- II. To support all the general business of the Parent Association.
- III. To initiate new programs and events to fulfill the objectives of the Parent Association Extended Board.
- IV. To promote, facilitate, and participate in the annual Parent Association events.
- V. To attend all Parent Association Extended Board Meetings and to support the monthly general Parent Association meetings.
- VI. To present a detailed written report of all activities of their division at the Parent Association Extended Board meetings and a final report at the end of the school year.

In addition to the PA Bylaws the following guidelines should be followed:

- I. The elected coordinators and co-coordinators should be included in all division matters.
- II. An ASF email account must be used in order to be able to share all documents given by the Executive Board.
- III. The chain of communication should always be followed.

Homeroom Parent Guidelines (ECC and LS)

Promote diversity and civil line of communication between parents, students and faculty.

Selection Process:

- Fill out application published in the weekly bulletin at the beginning of the school year.
- Be in good standing with the school.
- You may apply to as many classrooms as you have children enrolled.
- The selection committee includes: PA President, PA Vice President, Coordinators, PA Parliamentarian and a representative from the School administration.
- In the case of having two or more qualifying candidates, the selection will be through a first come first serve basis.
- Any negative feedback regarding the candidates will be taken into account when selecting.

Guidelines:

- Work as a team with parents and teachers.
- You are the main contact between teacher and parents for events, activities or any important information that is needed to be addressed.
- Recruiting and organizing volunteers for any activity your teacher may require, such as reading, cooking, crafts and celebrations.
- All homeroom parents are required to use their ASF email account, in order to be able to have access to all shared documents.

- It is a requirement as a HOMEROOM PARENT to attend the first meeting even if you have done so in previous years, failing to do so may result in being replaced.
- As a HOMEROOM PARENT, you are required to participate as a volunteer in at least one community activity throughout the year.
- There will be a scheduled meeting that you should attend with your teachers to talk about the year activities.
- Organize a meet and greet with parents of your classroom to present yourself and sign up for activities throughout the year.
- Help charge the admission fee for the parent get together, as well as bring parents to the event.
- Collect a voluntary fee of \$400 pesos per student for teachers gifts, adjustable the following years with proof of need.
- HOMEROOM PARENTS are expected to set up a classroom parent chat, you must wait until the Student Activity Specialist send you the class list and information.
- As parents, and role models for our children, the content and dialogue affects the climate of the classroom and the school. Please refrain from resolving school issues, imparting personal opinions and posting harmful content. These classroom chats are for the sole purpose of providing important information specific to each classroom as with any school related concern please contact the teacher(s), counselor and or administrator(s).
- Any parent should be able to opt out of classroom chats and still receive 100% of the classroom information.
- Teachers are not to be included in the classroom chat, all communication between teachers and homeroom parents will be determined by each teacher.
- All communication from the homeroom parent in email or chat must be in English.
- No selling or promoting business ventures, charity events or anything that does not pertain to ASF activities or events.
- No personal chats between parents in the classroom chat, i.e. for parties please create a new group/chat.
- You as a HOMEROOM PARENT are the monitor for the group and will be responsible for the class following the guidelines, you must work as a team with the other homeroom parent.

Grade Level Coordinators (Middle School and Upper School)

Promote diversity and civil line of communication between parent, students and faculty.

Selection Process:

- Fill out application published in the weekly bulletin at the beginning of the school year.
- Be in good standing with the school.
- You may apply to as many grade levels as you have children enrolled.
- The selection committee includes Parent Association President, Parent Association Vice President, Coordinators, Parent Association Parliamentarian and a representative from the School administration.

Guidelines:

- ASF email account must be used in order to be able to share all documents given by the Parent Association Executive Board.
- The Parent Association President will give the grade level parent emails to the grade coordinator.
 - Send out authorization email to all parents.
 - Once authorized, create a broadcast list.
- Attend the mandatory training meeting.
- Help organize parent get together (only in Middle School).

2020-2021 Parent Association Contacts

Name	Position
Parent Association Officers	
Paulina Silva	PA President
Marcela Ortiz de Montellano	PA Vice President
Lourdes de la Llata	PA Secretary
Katia de Lassé	PA Parliamentarian
Fernanda Rex	PA Treasurer
Tripthi Sabaresh	PA Co-Treasurer
PA Extended Board	
Daniela Jimenez	Art Fair Committee
Diana Caballero Silvia Lomeli	Cultural Committee
Katie Zellhoefer	Sustainability Committee
Mariana Torres Blair	Volunteers Committee
Valeria Castillo	New Families Committee
Veronica Aguilar	Book Fairs Committee
Division Coordinators	
Katya Morales	ECC HRP Coordinator
Montserrat Plascencia	ECC HRP Coordinator
Amanda Sepulveda	LS HRP Coordinator
Maria Fernanda Fenton	LS HRP Coordinator
Rosario Olavarrieta	MS Coordinator
Lourdes Vale	MS Coordinator
Luz Garcia	US Coordinator
Jessica Sloan	US Coordinators