

**EXECUTIVE COUNCIL MEETING
SEPTEMBER 9-10, 2006
PENN STATE**

President's Welcome / Introductions

The fall 06 PSMLA Executive Council meeting began at 10:00 AM on Saturday, September 9, 2006 and adjourned at 4:45 PM. The following members were in attendance on Saturday, September 9: M. Boettjer, K. Boykin, L. Crum, C. Dotto, D. Hall, R. Hall, E. Irish, Sister M.H. Kashuba, D. Kinman, P. Kolega, F. Mulhern, D. Murphy, D. Richards, P. Rzodkiewicz, J. Stewart, T. White, K. Williams, D. Wills, and B. Youngs.

The following members were absent on Saturday: T. Fall and the PaCIE rep.

On Sunday, September 10, 2006, the council meeting began at 8:30 AM and was adjourned at 11:45 AM. The following members were in attendance on Sunday, September 10: M. Boettjer, K. Boykin, L. Crum, C. Dotto, D. Hall, R. Hall, E. Irish, Sister M.H. Kashuba, F. Mulhern, D. Murphy, D. Richards, P. Rzodkiewicz, J. Stewart, T. White, K. Williams, D. Wills, and B. Youngs.

The following members were absent on Sunday: T. Fall, D. Kinman, P. Kolega, and the PaCIE rep.

Approval of Minutes

The minutes were approved via e-mail after the meeting in April, 2006. Ellen Irish has volunteered to take minutes at the fall 06 Conference since Phyllis will be busy with conference details. She will also type them up and send them out to council.

Treasurer's Report (D. Wills)

Deb Wills gave Council a thorough explanation of her Treasurer's Report. Upon examination of the report, Council discussed the idea of a dues increase and considered other ways in which PSMLA could make money. These ideas will be explored later in the minutes. Ex. Co. was reminded that an internal review of the PSMLA books need to be done in the spring to be in compliance with By-law B-12. President Youngs will appoint a committee to conduct this internal review. P. Rzodkiewicz moved and T. White seconded that Council accept the Treasurer's Report. Motion carried.

Business Manager's Report (K. Boykin)

There are presently 625 members. Council looked at the breakdown of individual vs institutional memberships. Kathleen informed Council that PSMLA is now ready to accept payment via credit card. The web link is not yet ready. Kathleen gave Phyllis the forms she would need to accept credit card payment for membership, conference registration, etc. for the fall conference in Erie. She also gave Phyllis receipts which can be used at the conference. President Youngs will appoint a committee to look at the job description of the Business Manager.

The Advertising Manager's Report (D. Hall and R. Hall)

Bob Hall distributed to council a detailed report which explained the number of ads for the Forum and the conference brochure, the number of tables which have been reserved for the conference, etc. He explained why some of the exhibitors are receiving a free conference ad and/or a free ad in the Forum. Council was very pleased with the number of tables and ads which Bob and Denise have secured for the conference. Pam explained to Bob and to Council that she has access to a data base with all the international companies with offices in Pennsylvania. Council voted to accept the Business Manager's report and the Advertising Managers' Report on a Richards/Irish motion.

Organizational Representative Reports

ACTFL (F. Mulhern)

Frank informed Council that the ACTFL conference will be held in Nashville this year on November 16-20, 2006. Frank had sent out a e-mail to Council explaining how ACTFL will be conducting electronic elections this year. Council discussed moving toward having electronic elections for PSMLA, perhaps on a modified version. This will be investigated.

Cultural Communications Alliance (CCA) (D. Wills)

Deb Wills reported that it is very early in the school year and that the CCA program is not yet up and running this fall. Deb informed Council that she has made all the arrangements to allow her students to share their outstanding presentation which they did last year in Pittsburgh when they sold ketchup in the upside down bottle in Italy. It will be great to have the students present in Erie. This will be a unique luncheon presentation and a great way to inform the conference attendees about CCA.

JNCL-NCLIS (B. Youngs)

Bonnie Youngs attended the JNCL meeting in Washington. She explained and discussed the linguistic priorities list that was disseminated at the meeting. She explained how some states are very innovative and are working very closely with the Department of Education. She mentioned the states of Wyoming, California, Virginia, North Carolina, and Ohio. She informed us that the Governor of Ohio speaks Chinese. The question was raised as to whether and how PSMLA can partner with PDE next year? This partnership will be explored by the JNCL rep (B. Youngs) and Pam Kolega from PDE. Applications are due at the end of June so we need to begin thinking about this and get started soon.

NECTFL (E. Irish)

Ellen Irish reported that the information on the Mead Fellowship offered by NECTFL will be going out soon. Ellen also reminded the 06 conference committee that we needed to check the evaluation forms from the conference and select the Best of PA for NECTFL. This will be done after the Erie conference. Ellen also informed Council that in the past, each state organization submitted a name to NECTFL for the national teacher of the year. However, this year, the NECTFL board decided they would not participate in the process. Therefore, each state organization will submit the name of their nominee directly to ACTFL. The deadline for submitting an application is January 15. Most of the responsibility falls on that person, (the nominee), to provide the appropriate documentation, etc. All the information is on the ACTFL website. The Awards

committee and Bonnie Youngs will decide if we want to do this and will decide on the final qualifications and procedures. The person chosen must be a member of PSMLA, be a k-12 person, have presented workshops or sessions at conferences, and must have contributed to the state organization.

PaCIE

Sister Mary Helen Kashuba will serve as PSMLA's rep to PaCIE and will attend their conference at the end of September. A new rep from PaCIE will be assigned to the PSMLA council. Pam informed us that Judy Pehrson is the current President of PaCIE. Karen informed Council that Alice Edwards, from Mercyhurst College, will be recognized at the PaCIE conference for her work in international education. .

PDE (P. Kolega)

Pam informed us that on September 14, M. Zilli will be meeting with several leaders from Labor and Industry and from Economic Development. They will discuss the World Language Standards and having them put back in. Getting the industry people involved will be a new approach.

Pam also informed us that the Sign Language Standards will be an addendum to the World Language Standards. This may help to get our standards pushed through. Pam also informed us that the Chinese community has been advocating to have more Chinese instruction offered in US schools. There were 30,000 applications in China for 5 positions in Connecticut. Other universities have applied to certify teachers in Chinese. The PA Governor's Institute for World Languages went very well again. The presenters were very pleased and Sister Mary Helen Kashuba will present her final report to PDE at the end of September.

The Organizational Rep Reports were approved on a motion by Rzodkiewicz / Wllils.

Standing Committee Reports

Advocacy/Business-Outreach (T. White)

High School Reform 720 recommends two years of world language study for graduation. Previously, it was required. When was this changed? The reason was the lack of teachers but this is no longer an issue due to on-line schools, blended schools, cyber schools, etc. There was discussion about having other states that have adopted standards help. Becky Kline has already testified in the past. June Phillips and Christie Brown have both agreed to come in and help and provide their support in any way they can. Council members also discussed the influence of world languages on PSSA and how standards have impacted scores in other states. This data is of great importance and is available for our use.

Awards (P. Rzodkiewicz)

Phyllis Rzodkiewicz explained that the awards committee had been reconfigured with all of the following now under the Awards Committee:

- Ellen Irish reported on NECTFL and informed us that the information on the Mead Fellowship will soon be available on the web and will be disseminated at the fall conference.

- Maryanne Boettjer reported on the Outstanding Senior Awards. There was discussion about changing the deadline for submission of names so it is not as close to the end of the school year. It was also decided that each teacher will be able to nominate one student per language.
- Thekla Fall recently had information on the Pep Awards sent out via the list serv. The information is also available on the web site.
- The recipients of the PSMLA Educator of the Year award and the PSMLA Merit award have been notified and will receive their awards in October. The PSMLA Educator of the Year is Judy Benedict for distinguished teaching and outstanding contributions in world languages and culture.. The Merit Award will go to Mercyhurst College for hosting the PSMLA web site and offering Continuing Education credits through the Mercyhurst College World Language Institute.

Kathleen will put together a flyer for the conference that will contain information on Who's Who. The other reps will bring information on the Mead Fellowship, the Outstanding Senior Award, the Cemanahuac Scholarship, etc. This information will be displayed on easels at the conference.

2006 PSMLA Conference (B. Hall, P. Rzodkiewicz, and K. Williams)

The 2006 PSMLA Conference will be held in Erie, PA at the Ambassador Conference Center on October 20 and 21. The theme of this year's conference is "Connections."

The sessions will be of interest to teachers from elementary through the university level. Registration forms have been mailed to all members of PSMLA. This year for the first time, a Pre-conference Workshop will be held on Thursday (the day prior to the actual conference). Participants of this workshop will be presented with an overview of the ACTFL Integrated Performance Assessment (IPA) at the Novice and Intermediate Levels. Bonnie Adair-Hauck, presenter of the pre-conference workshop, will instruct participants in how to actualize the Connections Standard by developing IPA tasks grounded in authentic texts.

There will be a wine and cheese reception following the conference on Friday. Local college and universities are sponsoring the event: Mercyhurst College, Gannon University, Edinboro University and Penn State Behrend Campus. A dinner Friday evening will be held at the Safari Grille which is connected to the hotel. Those who attend will have the opportunity to network with teachers from other schools as they communicate in their second language.

Denise Hall will sit at the PSMLA table and will be available to sell and take orders for PSMLA t-shirts and note cards.

2007 PSMLA Conference (E. Irish)

The 2007 PSMLA Conference will be held at the Crowne Plaza Valley Forge in King of Prussia. The dates will be October 19 and 20. Information on the '07 conference will be placed in the program of the 06 conference so the attendees can save the date. The theme for the 07 conference will be: Communities: the Languages Around Us. The '07 conference committee is also considering having a pre-conference workshop. In conjunction with the conferences, Council voted on a Dotto/White motion to purchase general liability insurance for property damage for PSMLA.

Conference 2008 (D. Wills and B. Youngs)

The 2008 PSMLA Conference will be held in Pittsburgh. The co-chairs will be Deb Wills and Bonnie Youngs. Possible conference sites are still being investigated. The conference committee consists of: Pat Cunningham, Anne Green, Drew Richards, Bonnie Thomas, Deb Wills, and Bonnie Youngs.

Conference 2009

President Youngs is contacting Virginia Burke to see if she would work with Millersville again and host the conference in 09. There was discussion about moving to another part of the state to increase membership. Council reminded one another of the need for strong leadership in order for there to be a successful conference. Bonnie will wait to hear from Virginia. Millersville will also need to be contacted.

Finance Committee Report (P. Rzodkiewicz)

Kathleen Boykin explained to Council that PSMLA is now ready to accept payment via credit card. Kathleen has everything set up through Card Accept. They will accept Visa and MasterCard right now.

The Finance Committee and Council had allowed Denise Hall, co-Ad Manager, to purchase t-shirts. She has put designs on different languages on the shirts. These will be sold for the first time at the fall conference this year. (A few Council members did purchase a few at the Ex. Co, meeting in September.) The shirts will be sold at a cost of \$12 for a children's shirt and \$15 for an adult's shirt.

PSMLA will also be selling note cards at the fall conference. President Youngs showed a sample of the note cards. These will be printed, packaged and sold 8 for \$5.00 at the fall conference.

The Finance Committee also decided it was necessary for PSMLA Ex. Co. to create a policy regarding price of registration for those presenting at the conference. The Finance Committee recommended The presenters will pay 50% of whatever they would have paid if they were not presenting (50% of the one-day fee or 50% of the two-day fee. The non-member presenter will pay the 50% of the member fee as above, plus the differential between the member and non-member rate. This will begin with the '07 conference. This Sister Kashuba / Richards motion passed unanimously.

Membership Committee Report (J. Stewart)

The membership committee met and Cindy Dotto volunteered to take the information in the membership brochure and make the necessary changes. She will have a new brochure ready to share with Ex. Co, at the spring meeting. Council discussed how NE Pennsylvania and central PA are low in members. Council discussed the fact that some states offer free membership for first-year teachers. This concept will be discussed further at a later time.

Nominations / Elections Report (M. Boettjer)

Council felt that the elections ran very well last year and that it was great to have the new members invited to and introduced at the council breakfast, which is held during the fall conference. Therefore, the elections for executive council positions will be held at the beginning of the school year as they were last year.

There was much discussion regarding having paper elections vs. electronic elections. It was decided that this year we would try a modified-version of electronic ballots. Many other organizations are now doing this and Ex. Co. decided it was time for PSMLA to give it a try. Maryanne will report back in the spring regarding how this worked.

Information on candidates and bios will be available on the web. Information will also be sent out via the list serv. Paper ballots will be mailed to those PSMLA members who did not supply us with a e-mail address. On a motion by Rzodkiewicz/ Wills, council voted to suspend the election by-law process for this year and hold elections prior to the conference (which was decided in the spring).

Professional Development (F. Mulhern and P, Rzodkiewicz)

Kathleen and Phyllis created a guide for setting up a workshop which is now available on the web site. Frank had sent a memo to PSMLA Ex. Co, members asking for them to submit a workshop proposal form to Frank or to Phyllis. These workshops will be posted on the web and members can contact PSMLA to have these workshops presented in their districts.

Frank will contact others in the future about adding other possible workshops to the web site. There are other people in the state who are recognized presenters and could present outstanding workshops as well. By offering these workshops in various parts of the state, we can continue to build our membership.

Council members were reminded that a specific form has been developed and all future workshop presenters will be required to submit the necessary paperwork to the PSMLA Treasurer and the compete evaluation forms to the Co-Chairs of the Professional Development Committee prior to being paid for conducting the workshop.

Publications Report (K. Williams)

Elisabeth Donato is stepping down as co-editor of the Forum. Karen Williams will continue to work on the Forum for the '07 spring edition only. The Publications Committee will need to find someone else to take over the publication of the Forum. Karen expressed her concern for the need for a k-12 person to work on the Forum. We really do not have a Publications Committee at this time. President Youngs and council will need to find people for this committee.

As for materials for the spring edition of the Forum, Sister Kashuba will share materials from the Governor's Institute. Dan and Cindy also volunteered to help with this. The deadline for submission of articles for the spring Forum is January 15, 2007. The Standing Committee Reports were approved on a motion by Stewart / Irish.

Service Position Reports:

Parliamentarian Report (F. Mulhern)

Frank distributed a copy of the by-laws to all council members. Council examined all the laws to make sure they are consistent with current PSMLA policy, and vice versa. Kathleen, Phyllis, and Frank had been working on some necessary changes. Council made a list of the changes that were needed. Frank will present these at the PSMLA Business meeting at the Fall Conference in Erie. Members will vote during the

Business meeting. Council voted to accept these changes on a motion by Richards / Dotto.

Website Manager (K. Williams)

Karen asked that she be involved if any major proposals are made to overhaul the web site so the site looks appropriate and is consistent with the other changes being made. Karen told Council that she now has a program that will change between word and pdf. Karen informed Council that it is still easier if things are sent to her in pdf format.

Kathleen is working on setting up the shopping cart for the web site and will share this with Karen when it is ready for use.

Project Manager Reports

ACE / PDE Certification (T. Fall)

No report was sent. There is a session planned on ACE for Saturday at the fall conference. This session will be presented by Bonnie Adair-Hauck and Thekla Fall.

Act 48 (B. Youngs)

Phyllis and Bonnie reported to Council the problems they have encountered in trying to upload rosters and Act 48 hours for PSMLA members. The PDE site for inputting hours was down most of the summer. This information needs to be shared with PSMLA members at the fall conference so they know why their hours have not been input. Conference attendees will also be reminded of the need for them to know their personal ID number which will be required by PDE in the future when Act 48 hours are input.

E-Flash

Karen Williams will continue as Project Manager of E-Flash. Bonnie Youngs contacted some of the people on the list of volunteers to see if they would be willing to help with various committees, but no one offered to get involved.

New Business

Discussion focused on two topics:

A. The Finance Committee reported that at this time, Ex. Co. members will not have any part of their conference expenses paid for.

B. Bonnie will continue to look for someone to serve as PSMLA Historian.

As per the bylaws, the Historian will collect a copy of all reports and a copy of the Forum and send these to IUP to be archived. It would be great to have a list of all past PSMLA Award winners. Also, we need to know if any back issues of the forum are missing from the archives, etc.

Council set the date for the spring Executive Council meeting: April 28-29 at the Ramada Inn in State College.

Phyllis Rzodkiewicz, PSMLA Secretary, respectfully submits the PSMLA Minutes.