

PSMLA Executive Council Meeting Agenda
State College, PA
August 27-28, 2011

Saturday, August 27, 2011

8:15-9:15 – Executive Council officers meet separately to prepare for the weekend: Maryanne Boettjer, Ellen Irish, Phyllis R zodkiewicz, Jan Stewart, Thomasina White, and Debbie Wills.

President's Welcome - 9:45 am

President Boettjer welcomed Council members. The following members were in attendance: Adam Bailey, Beverly Buxareo, Ron DelPorto, Robert Hall, Ellen Irish, Sister Mary Helen Kashuba, Mina Levenson, Susanne Nimmrichter, Katie Pohl, Natalie Puhala, Rochele Reitlinger, José Ricardo-Osorio, Phyllis R zodkiewicz, Jan Stewart, Thomasina White, Debbie Wills, and Nancy Zimmerman.

The following member was absent: Pam Kolega.

Approval of minutes from the spring meeting was done via e-mail.

Treasurer's Report (D. Wills)

Debbie handed out her detailed report which council examined. She reported that she had received a thank-you letter from Quaker Valley SD for the money they had received from the PEP Award (\$250). Debbie reminded council that the Finance Committee would conduct an internal audit later this weekend.

Secretary's Report (P. R zodkiewicz)

Phyllis reported that the 3-year membership option would be offered again when letters are mailed. We currently have 514 members and 21 Institutional members. This number will continue to grow as conference registrations arrive.

Advertising Manager's Report (R. Hall)

Bob presented his detailed report. He explained that 12 tables are left for the Fall Conference at the Penn Stater. He explained that some "regulars" have not yet responded. Bob will continue to work on ads for the conference brochure and on securing tables.

Website Manager's Report (R. DelPorto)

Ron explained that the website has been changed over to Partnership Erie. Council was reminded that it is important that they send Ron updates for the website on a regular basis. We also discussed the need for people to send pictures to Ron to put across the top of the website. Council members were also reminded of the need to let Ron know what to keep on the website, what should be taken down, etc.

Council voted to accept the reports on a R zodkiewicz/Levenson motion.

9:45-11:45 – Committee meetings: Advocacy, Publications, Awards, and Membership

The committees met and reviewed their action plans that had been developed at the spring meeting. They re-examined their goals and reviewed the areas of the website that pertain to their committee. Reports were prepared for later in the weekend and should be sent to Phyllis and to Maryanne for the minutes.

The report was approved on a Bailey/Kashuba motion.

11:45-12:15 -- Reports from morning Committee meetings: Advocacy, Finance, Awards followed by Organizational Reports

Advocacy – (T. White and Mina Levenson)

Two main issues were discussed. On the state level, the position of the Foreign Language Advisor has been deleted. Pam Kolega now represents all languages plus English. Nothing is in there specifically for world languages. When Pam works on her own, it is our only link to the state language organization. Maryanne, Thomasina, and Mina had a conference call and sent a letter to PDE in which they defined the critical issues of the position and the necessity of maintaining the position of the World Language Advisor.

Advocacy has been, and continues to be, an ongoing effort on the local, state, and federal level. At present, most foreign language programs are based, almost solely, upon available funding, which is tighter than ever. Mina Levenson has participated in the White House conference call with John Carson, director of Office of Public Engagement, the JNCL Delegate Assembly and Legislative Day, and an ongoing array of committees, e-mail, Internet, and telephone conversations with ACTFL, JNCL, and representatives of Congressmen and Senators. The best focus for providing funding seems to be efforts from individuals, language organizations, and “Joe Public” that give concrete examples of our successes. The second most important element is to demonstrate concrete examples of the contribution of foreign languages to National Security and to the local, state, and federal economies.

Finance – (T. White)

After much discussion, council decided that, at this time, there would not be a processing fee for credit card payments to PSMLA. Two motions came out of the committee today:
Motion: Each exhibitor receives up to two invitations for a free lunch on Friday and an option to join us for lunch, at their expense, on Saturday.

Motion: The website manager will attend the annual conference and will receive reimbursement for mileage, meals, and hotel to be available to take photos at the conference and then work on the conference page on the PSMLA website. They will take video of the Keynote, the Awards Ceremony, and the conference sessions, as determined appropriate by council.

Awards – (Sister M.H. Kashuba)

The committee met and discussed the presentation of the awards and what information will go into the conference brochure. It was decided that current holders of a PSMLA

PEP Award would receive their certificates at the Business Meeting of the conference. Also, the high school teacher of any student who won an award will be recognized at that meeting. Their names will also be put into the brochure. The teachers will be invited and encouraged to attend the conference, at the presenter rate. The awards will be given before the wine and cheese reception. The Mead winner and the Cemanahuac winner will also be recognized, along with the presentations to the Educators of the Year and the recipients of the Merit Award(s).

The Executive Council of PSMLA recommends that the highlighted sections of criteria for Educator of the Year be changed as indicated below:

Current by-law

B13. PSMLA will annually recognize up to two language educators (one K-12 and one in higher education) who have made significant contributions to the foreign language teaching profession. Criteria are: a minimum of twenty years of teaching, supervisory and/or administrative experience in foreign languages; 3 years of consecutive membership in PSMLA at the time of nomination; present active involvement in at least one OTHER foreign language organization; and service to his/her institution and/or scholarly contributions to the profession. The Awards Committee in concert with the Conference Committee will solicit nominations for these awards from the PSMLA membership. Recipients will receive a plaque at the annual fall conference of PSMLA and recognition in PSMLA publications. These individuals will also be considered as possible candidates for the NECTFL Teacher of the Year Award. Current PSMLA Executive Council members are not eligible to receive the award.

Recommended Change: a minimum of **twenty** years of teaching, supervisory and/or administrative experience in foreign languages to read: A minimum of **ten** years of teaching, supervisory, and/or administrative experience in foreign languages.

Rationale: This is the practice of most states, as well as NCATE certification.

Recommended Change: present active involvement in at least one OTHER foreign language organization to:

Present active involvement in at least one other foreign language association **highly recommended.**

Rationale: In some areas of the state, involvement in a second language association is very difficult and opportunities are not available.

Other criteria remain unchanged. This motion will be voted on at the annual conference in State College PA at the Business Meeting after lunch on Saturday, October 22, 2011. This is in accordance with By-law 17.

The above reports were approved on a Stewart/Wills motion.

12:15-1:30 Working Lunch

ExCo members and local committee will convene over lunch to review plans and report on preparations for our fall conference

1:45-2:30 Tour of conference facility with Herbert Moller

ExCo and members of the local conference committee took the opportunity to look at the registration area, exhibit area, breakout areas for sessions, break areas (morning and afternoon snacks), etc.

3:00 Continue Organizational Representative reports and Standing Committee Reports

CCA – (D. Wills)

Debbie explained that the CCA competition was held in Pittsburgh. She explained that some of the Pitt students were learning some things from the high school students through their planning and presentations. 1st place went to North Allegheny, 2nd place to Upper St. Clair, and 3rd place went to Deer Lakes in the last competition. The competition ran very smoothly, as always.

This year's competition will have Brazil as its focus. Don't forget that the World Cup will be held in Brazil this year! A (Wills/Rzodkiewicz) motion was made to provide ongoing support between CCA and PSMLA. We will donate \$1000 to CCA again this year. This motion will be revisited in the fall of 2014, or earlier, if necessary.

Nominations/Elections

The terms of three members of ExCo are expiring: Sister Mary Helen Kashuba, Natalie Puhala, and Susanne Nimmrichter. The slate will be formalized and sent to members for their vote and will be mailed to those who do not have e-mail. Ron DelPorto will investigate using Election Buddy. Adam Bailey will be in charge of the elections. Council discussed the importance of examining, geography and languages and levels taught when putting together the slate for the next year. The possibility of a new type of membership card will be investigated.

Publications

Council expressed how proud they are of the work that Ron has done with the website. We were reminded of the need for each person on ExCo to check the web site periodically for necessary updates, etc. Ron is accepting pictures to be placed on the website. For anyone under the age of 18, we would need a written permission form for written work, photographs, and a video release form. We would like to encourage members to submit pictures of their classroom. If they do submit, they need to identify the people and then use the release form.

We will also create a form for authors to submit a biographical form for articles for the Forum. Two disclaimers to read: AUTHOR understands that article will appear on the website and in the Forum. "If I am submitting student photos, attached are the necessary release forms." The forms are available on the members only section of the website.

Kudos goes out to Rochele for all her hard work on the Forum. We will include the name(s) for any student(s) whose artwork appears in the Forum. Also, a discount coupon will be created and given to anyone who submits something for the Forum. This coupon/voucher is to be redeemed within one year toward a conference registration, a workshop, etc. This includes both longer articles in the Forum and shorter articles in the Newsletter section.

Ron currently controls the PSMLA Facebook page to ensure that only appropriate information is placed there. Only the most recent posts are on there. The page will archive itself.

The meeting was adjourned on Saturday at 5:10 pm on a White/Zimmerman motion.

PSMLA Executive Council Meeting Agenda State College, PA

Sunday, August 28, 2011

President Boettjer welcomed back Council members. The following members were in attendance: Adam Bailey, Beverly Buxareo, Ron DePorto, Robert Hall, Ellen Irish, Sister Mary Helen Kashuba, Mina Levenson, Susanne Nimmrichter, Katie Pohl, Natalie Puhala, Rochele Reitlinger, Phyllis Rzodkiewicz, Jan Stewart, Thomasina White, Debbie Wills, and Nancy Zimmerman.

The following member was absent: Pam Kolega.

7:45-8:45 Council members met over breakfast, by region, to discuss professional development and regional projects for the academic year 2011-2012.

Southwest – There was discussion about possibly having a Best Practices session. Bev suggested targeting student teachers. Further discussion will occur.

Central – There was discussion about the conference with a workshop that will be held at Shippensburg in April. There was also discussion about having a SOPI or a tech workshop at Kutztown in the spring.

Northeast – The group developed the idea of having a tech workshop for 3 hours and then an Immersion session for 3 hours.

Southeast – The group felt that since the Assessment Guide will have made its debut at the conference, they could incorporate the Guide into a workshop. They would investigate having a hands-on workshop to create assessments that use the guide for proficiency-based instruction. They will send out a save the date card for February once the date has been confirmed.

9:00-11:00 Continuation of Standing Committee Reports

PEP (M. Levinson)

The PEP Awards will be presented to a representative from the winning schools at the conference. Thekla will be in charge of the presentations. Letters were mailed to winning schools and many have responded so far. The awards ceremony will be before the Wine and Cheese Reception at the conference.

NECTFL (N. Puhala)

NECTFL will be held in Baltimore this year. After last year's conference, a letter was mailed to the various state organizations about possibly using satellite areas for the conference, to help avoid travel.

Silvina Orsatti was chosen as the 2011 Mead Fellow for 2011. Her project was to develop on-line professional development in technology. Her NECTFL/Mead project

won a free 50 seat Blackboard Collaborate Classroom for one year. What a great honor for PSMLA and for NECTFL! Silvina has had many webinars in which teachers learn different themes such as wiki spaces and blogster. They learn what they can do with the tools. Some teachers have acted as guest speakers for the webinars (Laura Franklin, Becky Benner-Carr, Jan Stewart, etc.). There was discussion about having Silvina's session go virtual at the conference in October. ExCo did Skype with Silvina during the meeting. They gave permission for both Silvina's and Jan's session to be broadcast for the webinar participants who were not able to attend the conference in person.

The Assessment Guide will be ready for distribution to members at the conference. The Guide will be distributed to members when they register and will be mailed, free of charge, to each person who is a member of PSMLA in 2011. In the future, the price of the Guide will be \$15 for members and \$20 for non-members.

The Standing Committee Reports were approved on a White/Levinson motion.

New Business

Nancy and Beverly will share the position of Historian.

Sister Mary Helen will continue as Parliamentarian.

Susanne will take over as the chairperson for Act 48.

PEP received an e-mail from Iowa or Oklahoma, requesting to use the structure of our program. They will acknowledge both PSMLA and PPS as they try to establish a similar program for their state.

Debbie will purchase a video camera and a tripod for PSMLA. She will investigate and then report back to council for approval.

The new business was approved on a Rzodkiewicz/Levinson motion.

Jan will check into possible dates for our next meeting.

The meeting was adjourned at 11:45 am.

Respectfully submitted.

Phyllis Rzodkiewicz

PSMLA Secretary