

**PSMLA Executive Council Meeting
State College, PA
September 28-29, 2013**

Saturday, September 28, 2013

8:15-9:15 – The PSMLA Executive and Finance committees met separately to prepare for the weekend: Maryanne Boettjer, Robert Hall, Susanne Nimmrichter, Phyllis Rzodkiewicz, Jan Stewart, Thomasina White, Debbie Wills, and Junko Yamamoto.

President's Welcome – 10:00 am

President White welcomed Council members. The following members were in attendance: Maryanne Boettjer, Beverly Buxareo, Ron DelPorto, John Grande, Robert Hall, Sister Mary Helen Kashuba, Susanne Nimmrichter, Natalie Puhala, Rochele Reitlinger, José Ricardo-Osorio (PM session), Phyllis Rzodkiewicz, Jan Stewart, Daliang Wang, Thomasina White, Debbie Wills, Junko Yamamoto, and Nancy Zimmerman.

The following member was not in attendance: Mina Levenson.

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

Treasurer's Report (D. Wills)

Council carefully examined the Treasurer's report. Several council members will conduct an internal audit of the finances following lunch on Saturday. First Security Insurance had completed the external audit in the spring. Debbie reported that money continues to come in from conference registrations and from the conference exhibitors. The Forum is done and will be mailed out within a week.

Secretary's Report (P. Rzodkiewicz)

Phyllis reported that we currently have 468 members and 23 Institutional members. The number of members has increased considerably since the spring due to the number of teachers and students who have become members because they will attend the conference in October 2013.

Advertising Manager's Report (R. Hall)

Bob Hall and Junko Yamamoto are working together as Ad and Exhibit Managers. Junko will replace Bob as Ad and Exhibits manager in January. They reported that currently there are 15 tables for the conference. They also reported on the number of ads for the Forum and for the PSMLA 2013 conference brochure. An updated chart with all exhibitors for the conference is available on the PSMLA website.

Website Manager's Report (R. DelPorto)

Ron reported that there has been more activity lately on the website because the elections were held through Election Buddy. The elections ran smoothly. Ron reported that since August 29, there were 743 unique visitors to the PSMLA website. There has not been much activity on the Facebook page. There has been almost no activity with Twitter since the "feed" was set up at the last meeting. There will be more discussion on this

during the Publications meeting. Council was reminded of the need to let Ron know when it was time to remove information from the website so that it is as current as possible.

Council voted to accept all the above reports on an Rzodkiewicz/Boettjer motion.

10:00-11:00 – Committee meetings: Awards and Nominations/Elections

Committees were asked to review the action plan prepared by their committee at the spring meeting, make necessary revisions and prepare their report. Committees were asked to forward a copy of their report to Phyllis for the minutes.

11:00 – 12:15 – Organizational Representative Reports

ACT 48 - (S. Nimmrichter)

Susanne submitted the application to PDE to continue being a provider for ACT 48 credits for our members. She thought this would be an easy process since the application for being a provider had not changed. However, it has been a big headache. Susanne spoke with some associations, like us, who have received status and found many who have not been approved. With renewed effort, Jan, Thomasina, Mina, and Susanne looked at, and worked on, the application. The application has been resubmitted and we are waiting to hear the status. In the meantime, we can provide Act 48 credits for our members until November, when our provider status expires. Susanne was told by PDE that some organizations and schools that have applied to be a provider have gone through 4-5 review processes before their application was accepted. The biggest issue is assessment. We must have evidence of the impact on student learning.

ACTFL - (T. White)

ACTFL continues to advocate for the importance of World Language education as well as participation in professional organizations. There have been many joint forums between ACTFL, NADSFL, and NCSSFL to better address the concerns of our constituents. ACTFL also went through many challenges in getting state approval to be an ACT 48 provider. ACTFL has donated a one-year membership to the silent auction at our 2013 conference in Pittsburgh.

CCA – (D. Wills)

At the end of April, the CCA competition was held at the University of Pittsburgh at the KATZ School of Business. The winners were: Upper St. Clair, North Allegheny, and Franklin Regional. This year, the country is Kenya and the product to be marketed is: “Bayer One a Day Teen Advantage for Him and for Her.” Pitt will also include a Swahili lesson for the students. CCA sent a \$200 check toward the 2013 conference, to be used for the wine and cheese reception or the continental breakfast.

PEP - (M. Levenson)

Thekla and Mina will meet soon to review the application procedures and the letter to be sent to the superintendents. The Pittsburgh committee will meet soon to prepare the mailings. For 2013, 7 Golden Globe awards, 1 Silver Globe award, and 2 Globe awards were awarded to schools in Pennsylvania.

JNCL (M. Levenson)

Sister Mary Helen Kashuba represented PSMLA at JNCL this year, in place of Mina. Bill Rivers is the new director of JNCL. Sister went to the offices of several senators and spoke in favor of promoting legislation to promote foreign languages, flap grants, title VI grants, etc. She informed council that the Fulbright teacher exchange has been discontinued. PSMLA pays \$750 every six months in dues to JNCL. Dues are assessed based on the size of the organization. Sister told us that Bill Rivers is available to present a conference session or to speak during the luncheon at our conferences in the future to explain about JNCL and to provide the status of the government regarding our needs.

NECTFL (D. Wang)

NECTFL will be held in Boston next year at the Marriott Copley Place Hotel in Boston, MA from March 27-30, 2014. NECTFL now has individual memberships available for \$50 which includes: reduced conference registration fees, free webinars, and access to the members-only section of their website.

PaCIE (Sister Kashuba)

Sister will attend the meeting on October 10-12 in Philadelphia and report on the activities of PSMLA. PaCIE's focus is on international education. Thomasina met with the President of PaCIE to discuss how the two organizations might collaborate with one another. Some of their members may be language teachers, but the majority of them are in charge of the Study Abroad programs for their universities.

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

12:15-1:30 Working Lunch

(After lunch, Maryanne, Rochelle, Junko, Jan, Thomasina, and Bob completed the Internal Audit that was due this year. They matched each check # with a bill, making sure everything was accounted for.)

1:45-2:45 Committee meetings: Professional Development, Publications

2:45-3:45 Committee meetings: Advocacy, Membership, Conference 2013, and Conference 2014

The committees reviewed the action plans that had been prepared by their respective committees at the spring meeting. They made the necessary revisions to previously established goals. They reviewed the website to recommend any necessary changes to Ron. They prepared a report for the meeting during this council meeting. They were asked to send reports directly to Phyllis for the minutes.

4:00-4:45 Complete Organizational Representative reports, begin Standing Committee reports based on earlier meetings and e-mailed documents.

Conference 2013—Pittsburgh (J. Stewart and D. Wills)

Debbie reported that there were currently 120 conference registrations, 12 registrations for the pre-conference workshop, and 13 for the Make & Take session. She reported that so far, there are approximately 44 new members as a result of the

conference. There are approximately 30 students coming from a variety of colleges and universities.

Holt donated money toward jump drives, instead of conference bags this year. A sample of the jump drive was passed around for council to examine. GNC will provide bags for the conference. Jan prepared the conference program and it is at the printer. Santillana and Mercyhurst University have provided money for the Wine and Cheese reception. CMU, Slippery Rock University, Grove City College, and CCA provided money toward the continental breakfast. Santillana also provided money for the name badge inserts.

Debbie reported that invitations were sent to some Past Presidents of PSMLA and ExCo members to join us for lunch at the conference. They will pay \$30 for their lunch. (This was a suggestion by Kathleen Boykin and Thekla Fall, past PSMLA council members.) Building New Hope will provide a coffee break on Friday at the conference. The Pirate Parrot is scheduled to join the conference during the Wine and Cheese reception for a half hour of photos and autographs. Thomasina will work on the agenda for the PSMLA Business Meeting at the conference and will forward it to Debbie.

Debbie suggested that, in the future, if we continue to have large numbers of students attending the conference, we need to find help to subsidize the students or adjust the conference rates to help cover funding for the students.

Conference 2014 – State College (S. Nimmrichter & J. Ricardo-Osorio)

The conference will be held in State College at the PennStater. The plan is to make it a joint conference, sponsored by as many AAT chapters in the state as possible. The committee will build time in the conference for a business meeting for each chapter. The theme will be: Many Languages, One State: Let's Collaborate. The AAT's will not hold their own fall meeting as usual but will advertise and hold their fall meeting in conjunction with the fall PSMLA conference. AAT members will possibly pay \$15 less for one day, and \$20 less for a 2-day registration. Gabriela Appel, from Calper, will again be involved and will help with the pre-conference workshop like last time. Council has volunteered to help in these areas: Natalie with the language lotto and the silent auction, Phyllis with registration, Junko will be the Exhibits and Ad Manager, Rochele will handle the evaluation forms, Nancy will help, etc. Most of the meetings will be electronic.

Awards (R. Reitlinger)

Information on the reimbursement to the recipients (teacher and student) is provided in the Finance Report (below). There was continued discussion about offering a Cemanahuac scholarship to a college/university student. Rochele worked with Vivian Harvey to provide an additional scholarship for a college senior. Details are provided in the Finance Report.

John Grande will take over as Chair of the Awards Committee. Sister Mary Helen Kashuba will work with him.

The above reports were approved on a Boettjer/Grande motion and the meeting for Saturday was adjourned at 5:25 pm.

PSMLA Executive Council Meeting Agenda State College, PA

Sunday, September 29, 2013

8:00 – 9:00 Breakfast in the Garden restaurant. Council members met over breakfast to discuss professional development and possible regional projects.

The meeting was called to order at 9:16 am.

President White welcomed Council members. The following members were in attendance: Maryanne Boettjer, Beverly Buxareo, Ron DelPorto, John Grande, Robert Hall, Sister Mary Helen Kashuba, Susanne Nimmrichter, Natalie Puhala, Rochele Reitlinger, José Ricardo-Osorio, Phyllis Rzodkiewicz, Jan Stewart, Daliang Wang, Thomasina White, Debbie Wills, Junko Yamamoto, and Nancy Zimmerman.

The following member was not in attendance: Mina Levenson.

Finance Committee (J. Stewart)

Jan reported that the financial situation for PSMLA is stable, but is not in a growth mode. She said we need to proceed cautiously. **Thomasina White reminded council members that all council members must submit all requests for reimbursement within two weeks if they are to be reimbursed.**

The Finance Committee made the following recommendations for council to consider. They suggest these changes in wording for previously approved decisions:

1. The Website Manager will attend the conference when it is held locally, in order to take photos and work on the PSMLA website. When not held locally, the conference committee will recruit a local volunteer to take photos, possibly in exchange for complimentary lunches. This is left to the discretion of the Conference Committee that year. This was approved on a Boettjer/Zimmerman motion.
2. Exhibitors at the conference may receive up to two invitations for a free lunch on Friday and an option to join us for lunch, at their expense, on Saturday. This will be left to the discretion of the Conference Committee. This was approved on a Puhala/Ricardo-Osorio motion.
3. The Cemanahuac awardees, teacher and student, will receive 50% of their reimbursement for travel expenses immediately after returning from the trip and 50% upon completion of their obligation of either writing an article for the Forum or presenting at the PSMLA conference. This was approved on a Yamamoto/Buxareo motion.
4. Scholarship for the fall conference: The conference committee may choose to offer a scholarship to a PSMLA member to attend the conference or to draw a name at the conference luncheon for a \$50 PSMLA non-transferrable voucher to be used within 1 year.
5. PEP awardees attending the conference: The Finance Committee recommends that the PEP Committee include in the letter notifying PEP schools of the award information inviting one representative from the school to attend the PSMLA conference at the presenters' rate so that the school may be recognized as a PEP school. In addition, other members of the school district may attend the luncheon only when the school is recognized as a PEP school and pay only the cost of the luncheon.
6. The PSMLA Assessment Guide will be sold at the conference for \$15.

Council voted to approve the above policies on a Wills/Grande motion.

Membership (J. Ricardo-Osorio)

Council discussed having a PSMLA Holiday Membership Deal. Details about this deal will be given to members at the conference in October. The offer will go out to members via the list serv. The membership forms and checks must be returned and postmarked by December 15. José will ask Devin to send out a notice to the general membership now, informing them of a special membership deal which will become available in November. Nancy and Thomasina will work on the notice about this Special Holiday Membership Deal. Thomasina will then send out to ExCo for a vote.

José will work to create a new PSMLA membership brochure. Phyllis will check with Katie to see if she has the pdf form from the previous brochure on her computer.

Dr. Eileen Glisan asked ExCo to reconsider the stipulation that the awardees for PSMLA Educator of the Year had to be a member of PSMLA. After discussion within the Membership Committee and with ExCo, it was a unanimous decision that the Educator of the Year awards remains an opportunity for our membership. We already have a Merit Award to recognize those that are not PSMLA members. ACTFL requires that someone be a member of ACTFL in order to be considered for one of his or her awards.

The membership report was approved on a Buxareo/Grande motion.

Nominations/Elections (B. Buxareo)

Three ExCo members have terms that are expiring this year: Mina Levenson, Jose-Ricardo Osorio, and Nancy Zimmerman. Congratulations to the following persons were elected to the PSMLA Executive Council: Isabel Espino de Valdivia, José Ricardo-Osorio, and Nancy Zimmerman.

Two additional positions have been left vacant on the PSMLA Executive Council for a one-year term. Junko Yamamoto has moved into the position of PSMLA Exhibits and Ad Manager. Caroline Neville will complete the remaining year of Junko's term. Rochele Reitlinger has been elected to the office of PSMLA Treasurer and Deanna Kramer Hinman will complete the remaining year of Rochele's term. Mina Levenson has been elected to the office of 2nd Vice-President. Congratulations to all!

Council voted on a White/Yamamoto motion to approve the above report.

Professional Development (N. Puhala)

Natalie reported on the results of the professional development survey that had gone out to the membership. It was found that teachers want workshops on classroom management. José recommended a title for the Spring Immersion Workshop at Chestnut Hill College: Teach Smarter, Not Harder. The morning would have all languages together and address the topic of classroom management. The afternoon would be immersion activities.

Publications (S. Nimmrichter)

Rochele will step down as editor of the PSMLA Forum as she becomes the PSMLA Treasurer. Rochele will speak with Donna Spangler to see if she is interested in becoming editor. Nancy Zimmerman volunteered to help out as a proofreader of the Forum. The Fall 2013 PSMLA Forum is at the printer and will be mailed out. After much discussion, it was decided that the Forum, will be mailed in early fall, after the summer break.

Natalie reported that one person is needed for posting on a regular basis for Twitter. Beverly Buxareo volunteered to “tweet” regularly. If you just want to be on “twitter feed,” you tweet@psmla1. This is our twitter name. Beverly will also take care of the PSMLA Facebook page and will take care of the wall.

The next edition of the PSMLA newsletter will come out after the conference. The contents of the newsletter may include: awards, highlights of the conference with pictures, election results, information on the PEP awards, and a short ad about the PSMLA Holiday Membership Deal. Ideas for the newsletter should be sent to Daliang, Jan, and Susanne.

Jan will help Susanne and work together to post the PSMLA World Language Standards on the PSMLA website.

Advocacy (M. Levenson)

Memos, alerts, and information regarding funding and legislative efforts in Washington have been sent regularly to members. Sister Mary Helen Kashuba represented both PSMLA and AATF at the JNCL-NCLIS meeting in May.

The above reports were approved on a Grande/Ricardo-Osorio motion.

Spring Meeting

The spring PSMLA Executive Council meeting will be held at the Penn Stater on the weekend of April 5-6.

New Business

2013-14 Professional Development

Natalie reported that Pittsburgh would host an International Culinary Tour in April. There is a company that does the entire tour for approximately \$40. Philadelphia will consider hosting a similar food tour. There is nothing available for the Erie area at this time. Council will be informed as further details become available.

The above reports were approved on a Grande/Zimmerman motion.

On a motion by Wills/Rzodkiewicz motion, the meeting was adjourned at 10:55 a.m.

Respectfully submitted,

Phyllis Rzodkiewicz

PSMLA Secretary