

**PSMLA Executive Council Meeting  
State College, PA  
September 13-14, 2014**

**Saturday, September 13, 2014**

**9:30 – 10:45** – The PSMLA Executive and Finance committees met separately to prepare for the weekend: Mina Levenson, Susanne Nimmrichter, Rochele Reitlinger, Phyllis Rzodkiewicz, Jan Stewart, Thomasina White, and Junko Yamamoto.

**President's Welcome** – 11:05 am

President Stewart welcomed Council members. The following members were in attendance: Isabel Espino deValdivia, John Grande, Christina Huhn, Sister Mary Helen Kashuba, Mina Levenson, Caroline Neville, Susanne Nimmrichter, Natalie Puhala, Rochele Reitlinger, José Ricardo-Osorio, Phyllis Rzodkiewicz, Donna Spangler, Jan Stewart, Daliang Wang, Thomasina White, Junko Yamamoto, and Nancy Zimmerman.

The following member was absent: Beverly Buxareo.

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

**Treasurer's Report** (R. Reitlinger)

Council carefully examined the Treasurer's report, examining the current balance and looking at the large upcoming expenses. Rochele explained that since April, we have spent more money than what had come in. This is normal since the conference has not yet been held. Continued discussion of the organization's finances continues in the finance report.

**Finance Report** (S. Nimmrichter)

Susanne explained to Council that the Finance Committee had met via Skype prior to the meeting since members are located across the state. The Finance committee will continue to develop a budget and will look where we can continue to cut costs: publications, advocacy, increasing membership, money provided for awards, corporate sponsorships, etc. Council also discussed and agreed that all registrations for local workshops should be sent directly to the Secretary of PSMLA, rather than to the local committee. Registrations will be sent regularly to the chair(s) of the workshop. Council also discussed moving the publication date for the Forum to the spring in order to be able to raise money for ads to offset the expense for printing. Consideration should also be given to only publishing the Forum online in the future. Perhaps membership could be polled to find out their preferences. Another idea to consider is to have one virtual ExCo meeting per year and use another means to meet.

**Secretary's Report** (P. Rzodkiewicz)

Phyllis reported that we currently have 483 individual members and 26 Institutional members. Council was reminded that one of the best ways to maintain and increase membership is through regional workshops across the state. There will be further discussion on membership after the committee meetings. Envelopes and paper need to be ordered. Natalie explained that

at NECTFL, one state's membership increased and they were the ones who mailed out membership renewals. They felt that with too many emails, some people tend to hit delete.

**Advertising Manager's Report** (J. Yamamoto)

Junko Yamamoto explained the sponsorships for the conference. EMC has donated \$800 toward the wine and cheese reception. Santillana USA will provide the tote bags and Vista has donated \$500 toward the badge holders. She explained the ads she had for the conference brochure. Council discussed the tables for the conference, placement of the table for the Language Lotto, and inviting the colleges to have a table at a discounted rate. Rochele will look into buying the "pulseras" to be sold at the PSMLA table. We are waiting to hear if Calper will be funded and if they will have a table. Council asked Junko to look into the possibility of having JNCL, PaCIE, Carlex, Vision Wear, and World of Reading join us for the conference.

**Website Manager's Report** (R. DelPorto)

Ron explained that Partnership Erie will no longer provide hosting services for the PSMLA website. Ron recommended that we move the PSMLA site and the advertising site over to the hosting site which will be run by Antoine Holman who was our contact and tech support person at Partnership Erie. The total cost for both sites would be \$167.64 per year. We could go to another commercial hosting site that might be less expensive the first year. We would, however, get little help with technical questions if we went that route. Council voted to follow Ron's recommendation for one year with the short notice. Council also discussed the need to update the website, making it more modern. On a Levenson/Grande motion, council agreed to pay to maintain the site over the next year but have the Publications Committee pursue options for the updating of the site.

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

**12:00 – 12:45 – Committee meetings: Advocacy, Awards, and Nominations/Elections**

Committees were asked to brief new members on their most recent action plan and establish a timeline for committee work. After presenting their report in the afternoon or Sunday morning, they were asked to send their report directly to Phyllis for the minutes.

**12:45 – 1:15 – Organizational Reports**

**Act 48** – (S. Nimmrichter)

Susanne explained that no Act 48 hours will be uploaded unless members complete a questionnaire after the event. Rochele will add this statement to the conference evaluations.

**ACTFL** – (J. Stewart)

ACTFL will provide materials for our bags at the conference. ACTFL's work on the alignment of the ELA Common Core Standards to the World-Readiness Standards for learning languages; as well as their joint effort with NCSSFL in creating the "Can-Do Statements" Publication provide invaluable support for teacher effectiveness and student

growth. Thomasina will attend ACTFL this year. Many other council members will also be in attendance in San Antonio from November 21- 23.

### **CCA**

There is no longer a rep on council to CCA and there is no report for council. Act 48 hours were applied for the PSMLA teachers who are involved with CCA.

### **PEP** - (M. Levenson)

Thekla and Mina met several times to review the PEP documents. They addressed multiple inquiries regarding application details and had the committee review the documents for errors and their input on points of information. The “Western Committee” will meet shortly and send out letters to the superintendents, in an effort to promote the PEP Awards.

On a White/Grande motion, council voted to accept the above reports.

### **1:15 – 2:45 – Working Lunch**

The following committees met over lunch: the 2014 Conference Committee (State College) and the 2015 Conference Committee (Philadelphia).

### **2:45 – 3:15 – Organizational Reports**

#### **JNCL** - (M. Levenson)

Mina and Sister shared notes from a slide presentation prepared by JNCL. Language is an industry and increasingly, languages are a part of STEM. Languages are a fundamental 21<sup>st</sup> century skill, with consequences for national security, economic growth and jobs, and for social justice. JNCL-NCLIS is fighting to make languages a part of STEM. The language industry is vital to the US STEM industry, leveraging \$1.5 trillion in trade. This is very important information for our members. JNCL-NCLIS has a new dues structure. The membership fee for an organization is \$1.50 per member.

#### **NECTFL** - (D. Wang)

NECTFL has suspended its conference for one year. There will be no conference of March 2015. They will have a table at our conference in October in State College and Becky Kline will address ExCo at the breakfast at our conference on Sunday.

#### **PaCIE** (Sister Kashuba)

Sister explained that she will only attend one day of the PaCIE conference this year because their conference coincides with our conference in October.

### **3:15 – 4:00 – Committee Meetings – Professional Development, Publications, and Membership**

Committees were asked to brief new members on their most recent action plan and establish a timeline for committee work. After presenting their report in the afternoon or Sunday morning, they were asked to send their report directly to Phyllis for the minutes.

### **4:00 – 5:00 – Reports Continued**

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

Everything is running smoothly. The committee explained that there would be red stop cards in the envelope for introducing the presenters of the various sessions. Hopefully the 5, 3, and 1 minute remaining cards would help the presenters of the sessions to realize that it was time to wrap up their session. Time keeping is very important for the next presenter so they have their full time slot. Council was sent a link to sign up for the various sessions, to introduce the presenter, facilitate the session, and stamp the Act 48 papers at the end of the session.

On Friday there will be 30 minutes allotted for the presentation of this year's awards. This will take place prior to the wine and cheese reception. They will also recognize the recipients of the PEP Awards. Thomasina and Phyllis will do a 10-minute presentation on the state of the PA Standards during lunch on Saturday.

#### **Conference 2015 – Philadelphia** (J. Grande & N. Zimmerman)

The conference will be held from October 15-17 at the Crowne Plaza Hotel in King of Prussia. The keynote speaker on Friday will be Paul Sandrock. The presentation of the awards will be on Friday and the business meeting will be held on Saturday during lunch. They will have a pre-conference workshop on Thursday prior to the conference. The committee will find advocates in Philadelphia and try to get them to realize the importance and value of sending their teachers to the conference.

#### **Conference 2016 – Erie** – (P. Rzodkiewicz and D. Wang)

The conference will be held at the Ambassador Banquet and Conference Center in Erie on Thursday, October 10 through Saturday, October 15. The contact at the Conference Center is Chris Work. The hotel rate is \$139 per night, plus taxes. Two hotels are connected to the conference center: The Courtyard by Marriott and the Hilton Garden Inn. Susanne will do the program for the conference. Natalie will be in charge of the Language Lotto and Rochele will be in charge of the evaluations and the Act 48 papers. Junko, as Ad Manager, will be in charge of the vendors and sponsors.

On a Puhala/Ricardo-Osorio motion, Council voted to accept the above reports.

#### **Awards** - (J. Grande)

The conference awardees were discussed: Educator of the Year, Merit Award, and the Frank Mulhern Leadership Award. Council discussed changing the way we nominate the recipients for the Conference Awards. By making this change, we will go beyond who council knows. There will be specific evidence and documentation for each award. Forms will be developed and will be approved by ExCo members.

The Awards Committee proposed a new award: The Golden Apple World Language Award. This award would be for someone who is retired, yet still a contributing World Language educator who is actively involved in local, national and/or international organization(s). This award would be given for the first time in 2015. The award will consist of: A Lifetime membership or free one-day conference registration. The winner may choose to present to a PSMLA conference and/or local professional development workshop or write an article in the Forum, or agree to an interview that will later be published in the Forum.

The committee had ideas for other awards that will be discussed in the future. Some ideas included: The Junior Award and the Visionary Award.

**Advocacy** - (N. Zimmerman)

Since May, Donna, Christina, Mina, and Sister Mary Helen have taken the highlights from the JNCL postings from Mina and have created a monthly excerpt. Ron then posted the “highlights” to the website under Advocacy Updates. When they were posted, Devin sent a reminder via the list serv. After surveying council, it was decided that we would no longer post the highlights, but we would put a link on the website to the important information. There would be a new blinking advocacy link and a JNCL link on the home page. Jan discussed the importance of going to Harrisburg to speak with the state legislators regarding the lack of World Language Standards for Pennsylvania. We need to promote our Teacher of the Year. We need to explain to our membership the importance of the JNCL website.

We were asked by Early Childhood Education Zone if we would put a link on our website on “Why Your Kids Should Learn a Second Language.” This link is now on the website.

**Spring Meeting, 2015** - (M. Levenson)

The spring ExCo meeting will be held at the Courtyard by Marriott or at the Penn Stater in State College. Two possible dates are March 28-29 or April 25-26. Mina will check the availability and compare prices.

The above reports were approved on a Zimmerman/Espino deValdivia motion. The meeting for Saturday was adjourned at 5:18 pm.

**PSMLA Executive Council Meeting**

**State College, PA**

**Sunday, September 14, 2014**

**7:45 – 8:45am - Breakfast in the Garden restaurant. Council members met over breakfast to discuss professional development and possible regional projects for the 2014-2015 academic year.**

President Stewart welcomed back Council members at 9:07 am. The following members were in attendance: Isabel Espino deValdivia, John Grande, Christina Huhn, Sister Mary Helen Kashuba, Mina Levenson, Caroline Neville, Susanne Nimmrichter, Natalie Puhala, Rochele Reitlinger, José Ricardo-Osorio, Phyllis Rzodkiewicz, Donna Spangler, Jan Stewart, Daliang Wang, Thomasina White, Junko Yamamoto, and Nancy Zimmerman.

The following member was absent: Beverly Buxareo.

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

**Membership** (J. Ricardo-Osorio)

The membership committee, in an attempt to keep costs down, proposed to send out renewal letters for Individual and Institutional Membership in early November to the membership via the list serv. Membership cards will be sent upon request. Those who do not respond to the electronic request to renew will be mailed a post card or a letter.

We do not have an official membership brochure to display at conferences, workshops, etc. Sister will ask her students if anyone would volunteer to create a new membership

brochure. We also are in need of receipts and letterhead and envelopes. Phyllis will get quotes and send them to ExCo.

A friend of José volunteered to create cluster maps using the addresses of our members to determine which areas of the state are weak in membership. Council voted to use our members' addresses to create the cluster map. The vote was not unanimous. There were 3 against and 2 abstentions.

A motion was made to remove the non-members from the listserv. Their information would be maintained in a separate spreadsheet that could be used to promote a specific event, etc. The vote was not unanimous. There were 3 opposed to the motion.

A motion was also made to keep the membership dues the same for 2015. We need to change the password for the Members only section of the website. This will change on January 1.

PSMLA has had several requests from exhibitors and vendors to release our membership lists. José and Jan have consulted with several other organizations regarding their language on this matter. The exact language will be created and our members will have the option of having their contact information shared.

### **Professional Development** (N. Zimmerman)

The food tours in Pittsburgh were a huge success this past summer. There is a regional SLO workshop scheduled for September 20 in Hershey. Registration for the workshop is very high and has brought in a few new members. Assessment guides will be given to all those in attendance at the workshop.

Vista Learning is going to sponsor two regional workshops for PSMLA. Ken Stewart will present a three-hour workshop on the three modes of communication. One workshop will be December 6 in Pittsburgh and the other at Kutztown University on April 11, 2015.

Registration for the pre-conference and for the conference in October is going well. Assessment guides will be distributed at the pre-conference.

### **Publications** (D. Wang)

There was much discussion about putting the Forum on the website. Printing costs continue to rise. Donna will research prices without printing. She will investigate professional software to help us design and lay out the Forum. Will we go digital with the Forum?

There was discussion about updating the website. Perhaps we could hire someone to change the appearance of the website. There were suggestions to examine the website of the world language organizations for New York and for Massachusetts. The front page of the website should be more appealing and more dynamic. The mission statement should be moved to the About page of PSMLA.

A motion was made to have the Forum published next year in an alternate format. This format might be fully digital, or might be a hybrid. The Finance Committee will give a budget to the Publications Committee. The committee can then decide on the amount to spend on the redesign of the website, partial printing of the Forum, etc.

### **Nominations/Elections** (B. Buxareo)

A problem arose this year regarding the elections. In the past, the persons who ran for ExCo had already been an individual member. Jan will work with Beverly to place the correct wording in the information that goes out to those running for ExCo. In the future,

the candidates for ExCo must have been a member of PSMLA for at least a year to be nominated and must become an individual member (if they have been part of an institutional membership) in order to have their name placed on the slate.

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

### **Regional Discussion**

#### **Southwest**

In the spring there will be another networking session. Rochele is investigating the possibility to have a Paint and Sip workshop that is geared for language teachers.

#### **Southeast**

There will be another Immersion Day on March 7 at Chestnut Hill. In the morning, Donna will come and speak about SLOs. The afternoon will be Gamification, using games in the classroom to practice, reinforce, etc.

### **11:00 – 12:00 - New Business**

#### **NECTFL and Vista**

Last year Vista sponsored a mentoring program for NECTFL. New teachers were invited to attend the conference as a mentee. One mentor was assigned for two mentees, matching geographic location, etc. Since there will not be a NECTFL conference this spring, Becky Kline proposed that VISTA work with the state conference. Vista agreed and New York and PA will participate. An e-mail will go out and will invite new teachers (those with 1-3 years of experience), to receive a scholarship of \$150, for free attendance to the conference. The mentor and mentee do not necessarily have to attend the same sessions but they will examine the possible sessions together, visit the exhibit hall together, etc. Christina and Isabel will spearhead this new activity. On a Stewart/Levenson motion, council voted to accept this offer from Vista.

#### **Possible IPA Workshop**

Bonnie Adair-Hauck approached Jan about co-sponsoring an IPA workshop in 2015 with Pitt. This would take place in the summer and would be either a two-day or a one-day workshop in the fall. There was a suggestion to connect the SLOs to the IPA. Jan will work with Bonnie to finalize details.

#### **Bilingual Seal or Global Competency Certificate**

Some districts are giving a Bilingual Seal on the students' diplomas. But PDE has no plans to even develop foreign language standards at this point. Information will be gathered from other states to see what they are doing.

On a motion by White/Levenson, the meeting was adjourned at 11:50 a.m.

Respectfully submitted,

Phyllis Rzodkiewicz  
PSMLA Secretary