

EXECUTIVE COUNCIL MEETING
APRIL 22-23, 2006
MILESBURG

President's Welcome / Introductions

The following members were in attendance on Saturday: K. Boykin, M. Boettjer, C. Dohmen, T. Fall, R. Hall, E. Irish, D. Kinman, P. Kolega, F. Mulhern, P. Rzodkiewicz, J. Stewart, T. White, K. Williams, D. Wills, and B. Youngs.

The following members were absent on Saturday: V. Burke, L. Crum, C. Dotto, Sister M.H. Kashuba, D. Murphy, D. Prejsnar, and D. Richards.

The following members were in attendance on Sunday: K. Boykin, M. Boettjer, C. Dohmen, T. Fall, R. Hall, E. Irish, D. Kinman, F. Mulhern, P. Rzodkiewicz, J. Stewart, T. White, K. Wiliams, and B. Youngs.

The following members were absent on Sunday: V. Burke, L. Crum, C. Dotto, Sister M.H. Kashuba, P. Kolega, D. Murhpy, D. Prejsnar, D. Richards, J. Stewart, and D. Wills.

Approval of Minutes

The minutes were approved via e-mail after the meeting in September 2005.

Treasurer's Report (D. Wills)

An external review of the PSMLA books was performed in March 2006. Everything was found to be in order. Council decided that an external review of the books would be done every other year. In the spring, there will be an internal review of the books (this will be in compliance with By-law B12). The Finance Committee will meet at or before the spring meeting to perform the internal audit. P. Rzodkiewicz moved and T. Fall seconded that Council accept the Treasurer's Report. Motion carried.

Business Manager's Report (K. Boykin)

There are presently 578 regular memberships and 25 Institutional memberships. Council discussed the need to have the PSMLA Poster Contest again. Many people have volunteered to serve on PSMLA committees. These people will be contacted and asked to take charge of the Poster Contest and some other tasks.

Kathleen Boykin, Business Manager, prior to the meeting, investigated PSMLA being able to accept credit cards for conference registration and other PSMLA business.

Kathleen will continue to investigate this matter and council will continue to discuss this matter via e-mail. P. Rzodkiewicz moved and E. Irish seconded the move to accept the Business Manager's Report. Motion carried.

Advertising Manager's Report (R. Hall)

Bob Hall explained about the letter that he sent to potential exhibitors for the fall 2006 conference. He discussed in what ways he asked exhibitors to help defray conference costs by sponsoring a breakfast, paying for tote bags, badge holders, etc. Council commended Bob Hall for the job that he does as Advertising Manager. Bob's wife, Denise Hall, will be brought on, as Co-Advertising Manager and Cheri Dohmen will also help Bob when there is a need. Council approved this. It is the belief of Council, that as

we continue to grow and make a bigger presence in the state, we will need to find additional persons to help. Deb Wills moved and Thekla Fall seconded that Council accept the Advertising Manager's Report. Motion carried.

Organizational Representative Reports

Cultural Communications Alliance (CCA) (D. Wills)

Deb Wills reported that the Bayer competition took place in April. The charge by Bayer was to market fertilizer in Italy. Deb reported that the Heinz competition would be held on May 2. The competition will be held at Heinz Field. She explained that a room inside will be opened and that a tour will be given. The charge by Heinz for this year was to sell a bottle of ketchup in Italy. Deb reported that a third company is coming on board.

JNCL-NCLIS (B. Youngs)

Bonnie Youngs will take over the responsibility as JNCL rep. beginning in May.

NECTFL (E. Irish)

Ellen Irish reported that the annual Meeting of the States at the Northeast Conference on the Teaching of Foreign Languages took place on March 30, 2006 at the Marriott Marquis in NYC. Each state set up a poster display for their state organization that allowed the states to share ideas and network with one another. Bill Yotive from the United Nations did a presentation about the UN resources available for foreign languages, including the Cyber School Bus. Members are encouraged to visit (www.cyberschoolbus.un.org).

PaCIE

It was decided that Sister Mary Helen Kashuba would take over as PSMLA's rep to PaCIE. In the fall, PaCIE will be assigning a new rep to PSMLA.

PDE (P. Kolega)

Pam pointed out that the standards have been removed from the State Board web site. Since they don't want them for all students, they had them removed from the site.

Pam explained about the Ecuadorian Sister School Program in which three public schools have been selected to participate in an international outreach program. Students from Ecuador will be attending regularly scheduled classes in three high schools. PA students will go to Ecuador in June and July where they will attend classes and do a "service-learning project."

Pam reminded council that the PA Governor's Institute for World Language Educators would again be held at Villanova University from July 16-21, 2006 and that registration is available online. The theme this year is "Assessment in Light of the Standards, which will allow previous participants to attend.

Standing Committee Reports

Advocacy/Business-Outreach (T. Fall and T. White)

The committee met and determined that, in view of the fact that the web site will be revised, new headlines will focus on 5-6 key issues that teachers are dealing with right now. The areas of the new website will include: advocacy, professional development,

publications, membership, awards, etc. Each area will link to supporting world language programs, etc. Each area will create the contents for their category and these will be forwarded to Karen to place on the web site.

Awards (P. Rzodkiewicz)

- Ellen Irish reported that Stephanie Keebler was the recipient of the NECTFL Mead Fellowship.
- Maryanne Boettjer reported that the deadline for the Outstanding Senior Awards would be May 1.
- Thekla Fall reported on the Pep Awards. All information on the Pep Awards is available on the web site. It was determined that the next Pep Applications will be due on October 13, 2006. The past recipients of PEP Awards are also listed on the PSMLA web site.
- The recipients of the PSMLA Educator of the Year award and the PSMLA Merit award have been selected. Phyllis Rzodkiewicz reported that these awards will be presented at the 2006 Fall PSMLA Conference in Erie, PA and the recipients will be contacted to inform them of their awards. 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.

2005 PSMLA Conference (V. Burke and E. Irish)

The 2005 conference committee did a wonderful job in Lancaster. It is the hope of council that Millersville University will again work with PSMLA and help sponsor a conference in the future.

The rotation schedule for conferences across the state will be: Erie, Philadelphia, Pittsburgh and Lancaster. Council felt that the 2005 PSMLA Conference that was held in Lancaster, co-sponsored by Millersville University was very good. Council was very much in favor of having the conference there in the future. Everyone on council agreed that we should continue to work with Millersville. A motion was made by Ellen Irish and seconded by Phyllis Rzodkiewicz to donate \$1,000 to Millersville University for the benefit of teaching and learning of foreign languages due to their generosity of time and money during the PSMLA/Millersville Conference.

2006 PSMLA Conference (C. Dohmen, 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 session proposals have come in and deal with a variety of topics. The proposals will be of interest to teachers from elementary through the university. 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.

A dinner Friday evening will be held at the Safari Grill which is connected to the hotel. Those who attend will have the opportunity to network with teachers from other schools as they practice their second language.

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. Possible themes are being explored. There is a mall within walking distance from the hotel. Some members of the conference committee have already been selected.

Conference 2008 Discussion

Council voted that the 2008 PSMLA Conference will be held in Pittsburgh. The co-chairs will be Deb Wills and Bonnie Youngs. Possible conference sites in Pittsburgh that will be considered are the areas of Oakland and Station Square. They will investigate and report back to council.

Finance Committee Report (P. Rzodkiewicz)

There was much discussion about PSMLA accepting payment via credit card. Kathleen Boykin presented information on each company that she had researched. On a Rzodkiewicz/Fall motion, council voted to commence accepting credit cards and that the finance committee will determine which company will be used as the processor. This will be helpful as many people request to pay with a credit card, from members to exhibitors, etc.

Membership Committee Report (J. Stewart)

Kathleen explained that she had looked up the dues for other state organizations. After examination of these numbers, it was decided that PSMLA would keep the dues at \$30. PSMLA dues have not been raised since 1997.

Council discussed the idea of a lifetime membership. On a Stewart/Irish motion, council decided that, in any given year, the fee for a lifetime membership would be 10 x the price of a one-year individual membership or \$300 until a dues increase is implemented. Lifetime memberships for a joint membership will be \$400 and for a retired teacher would be \$150. This information will be posted on the web site.

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. The elections for executive council positions will be held like last year. Council members need to realize that being on council is a three-year commitment. There is also some financial obligation in attending three meetings per year (two council meetings and the fall conference), although some financial support is offered to council members. Thomasina White will run again for council. Cindy Dotto will be contacted to see if she is willing to run again for council.

Professional Development (F. Mulhern and P, Rzodkiewicz)

The professional development link on the web site will be completely redone. Some categories which will appear on the web site in the future are: Assessment, Classroom Management, Curriculum Development, Diversity in the Foreign Language Classroom, Instructional Activities that Use the Target Language, Standards, and Technology.

Members of executive council will be surveyed to see if there is a particular type of workshop they would like to provide to our membership should the need arise. Council felt that the need to encourage each presenter who does a workshop for PSMLA should hand out an evaluation form to participants. A specific form will be developed and all future workshop presenters will be required to submit the necessary paperwork to the PSMLA Treasurer and the completed evaluation forms to the Co-Chairs of the Professional Development Committee prior to being paid for conducting the workshop.

Council feels there is a need to offer more workshops to our membership and felt there was a need to develop a guide for establishing a workshop. Bonnie Youngs would like to see PSMLA offer at least two workshops per year to our members, as a starting point. Kathleen and Phyllis will create a form that will take people from the “ground up” on how to organize a workshop.

Publications Report (B. Youngs)

Bonnie Youngs is stepping down as co-editor of the Forum. Karen Williams and Elisabeth Donato will continue as co-editors. It was the recommendation by the Publications Committee and council agreed that starting with the spring of 2007, there would be one edition of the Forum, a spring edition. The publications committee will consider having a newsletter or some form of desktop publishing document, which will be used in the fall to remind members of what is happening with PSMLA. Articles for the fall Forum are due by May 30 and ads are due by August 1.

The Publications Committee will take charge of contacting university professors to encourage their students to send articles for the Forum.

We do not currently have a chair for the Technology Committee so this committee will fall under the Publications Committee.

Service Position Report

Website Manager (K. Williams)

Council agreed that Kudos go out to Karen for the excellent job she does with the web site. Karen requested that items that need to go on the web site should be sent, if possible, in PDF format. Thekla Suggested putting the PACE lessons up on the web site. As the various committees update the information for their committee, they will send it to Karen so she can update the site.

Parliamentarian Report (F, Mulhern)

Frank reminded council members that they have a commitment of three meetings a year (spring and fall executive council meetings) and the fall membership meeting. Council feels that it is very important that PSMLA Executive Council members realize that they must attend 2 of the three meetings during a calendar year unless they have a health concern, family emergency, etc. They should discuss this with the PSMLA

President prior to the meeting date. Non-compliance with this by-law requires the elected member to step down.

During the meeting, it was evident that we need additional persons on council to help with certain tasks. A list of PSMLA members who have expressed a willingness to help on council has been created and Bonnie Youngs will contact some of these persons to see if they are still willing to help.

Project Manager Reports

ACE / PDE Certification (T. Fall)

Thekla pointed out that she needs contacts to continue to promote the ACE Certification. They need to see there is something in it for them. It was pointed out that universities may already be doing this for other subjects and just don't know what it is. Thekla will send out information so everyone knows what this is all about. Basically through ACE Certification, students can earn college credit without having to take the AP exam. Frank suggested working with PaCIE on this. Teachers at colleges and universities will be invited to attend a session on this topic at the PSMLA Conference in October 2006.

Act 48 (B. Youngs)

Bonnie will step down as the person who inputs the names in to receive the Act 48 credit. Phyllis will assume this responsibility and has been given the necessary materials.

E-Flash

Council decided that we would use a couple of the people who volunteered to help on executive council to find and send out the e-flash. Bonnie Youngs will contact some of the people on the list of volunteers and will give their names to the chairs of the various committees.

New Business

Discussion focused on two topics:

A. The Finance Committee will look into possibly having a portion of the hotel paid for executive council members while they are attending the fall conference. The reason for this is that the third council meeting that council members are expected to attend occurs during the conference.

B. Council feels that we need to continue to support JNCL and to continue to network with other organizations. Council also feels it is important that PSMLA have a representative present at the JNCL sessions because this is our national presence and perhaps we can have some control over what we need professionally. On a Dave Kinman / Thomasina White motion, council voted to fully pay the expenses for the JNCL rep for this year. The vote was not unanimous and the Finance Committee will discuss this and bring a recommendation regarding reimbursement for the expenses for the JNCL representative to the fall executive council meeting.

On Saturday, April 22, the council meeting began at 10:10 AM and was adjourned at 5:15 PM.

On Sunday, April 23, 2006, the council meeting began at 8:05 AM and was adjourned at 10:45 AM.

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