

EXECUTIVE COUNCIL MEETING

APRIL 28-29, 2007

PENN STATE

Consider the Future of PSMLA

President's Welcome / Introductions

The spring '07 PSMLA Executive Council meeting began at 10:00 am on Saturday, April 27, 2007.

The following members were in attendance on Saturday, April 28: 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. Rzdokiewicz, T. White, D. Wills, D. Wolfe, and B. Youngs. The following member was absent on Saturday: J. Stewart.

The following members were in attendance on Sunday, April 29: M. Boettjer, K. Boykin, L. Crum, C. Dotto, D. Hall, R. Hall, E. Irish, Sister M.H. Kashuba, D. Kinman, F. Mulhern, D. Murphy, D. Richards, P. Rzdokiewicz, T. White, D. Wills, D. Wolfe, and B. Youngs. The following members were absent on Sunday: P. Kolega, and J. Stewart.

Approval of Minutes (P. Rzdokiewicz)

The minutes were approved via e-mail after the meeting in September 2006. In early March, this Rzdokiewicz/Wills motion was made: "For all PSMLA reps, PSMLA will pay: full registration, hotel expense up to \$450, and transportation up to \$250 (toward plane, train, car, etc.). Before reps are reimbursed, they must submit all their receipts, and complete the necessary paperwork to the Treasurer." The motion carried via computer vote.

A new format was used for this spring meeting. Council members selected committees on which they would like to serve and were assigned to a committee by B. Youngs and E. Irish. New committee assignments are posted on the web. Each committee has a Chair, a Consulting chair, and committee members. The following committees met and formed and examined their mission statement. They examined past work of the committee and set three goals for their committee for the next six months. They also discussed how the website would be restructured, etc. These committees met Saturday morning:

Advocacy - Chair (T. White), Consultant (T. Fall), Members: P. Kolega and L. Crum

Professional Development - Chair (D. Kinman), Consultant (F. Mulhern), and Members: Sister. M.H. Kashuba, D. Richards, and D. Murphy

Publications - Chair (D. Murphy), Consultant (B. Youngs), Members: D. Richards and D. Kinman

Nominations - Chair (D. Wolfe), Consultant (M. Boettjer) and Member: C. Dotto

Internal Audit Conducted

In accordance with the by-laws, an internal audit was conducted. The persons who worked on the audit were: K. Boykin, E. Irish, P Rzdokiewicz, and D. Wills. All months of the Quicken Report were accounted for in numerical order. A reminder was made to council members to turn in vouchers along with their receipts to D. Wills. The two minor changes that had been recommended by the external auditor had been made.

Treasurer's Report (D. Wills)

Deb Wills discussed the Treasurer's Report. Upon examination of the report, she reminded Council of the need to re-examine the need for a dues increase later during the meeting. P. Rzdokiewicz moved and C. Dotto seconded that Council accept the Treasurer's Report. Motion carried.

Business Manager's Report (K. Boykin)

There are presently 557 individual members. Council looked at the breakdown of individual vs. institutional memberships. Kathleen also provided Council with a list of PSMLA members who have volunteered to serve on committees and to possibly run for Executive Council.

The Advertising Managers' Report (D. Hall and R. Hall)

Bob Hall distributed to council a report that detailed the number of ads for the Forum and the conference brochure, the number of tables that have been reserved for the '07 conference, etc. He pointed out that

some of the exhibitors are receiving a free conference ad and/or a free ad in the Forum because they made donations for the fall '06 conference. Council voted to accept the Business Manager's report and the Advertising Managers' Report on an Irish/Richards motion.

Conference Reports

2006 PSMLA Conference (P. Rzodkiewicz)

Phyllis presented a detailed report on the '06 conference. Council was reminded that spreadsheet reflected the mix-up at the hotel in booking the wedding the same weekend as our conference. This was the first time that the t-shirts and note cards were sold at the conference. The pre-conference workshop was also successful.

2007 PSMLA Conference (E. Irish)

The 2007 PSMLA Conference will be held at the Crowne Plaza Valley Forge in King of Prussia on October 19 and 20. Ellen explained they have room for 32 sessions. 29 proposals have come in so far, creating a good blend of topics, presenters, and languages. Keynote speakers have been arranged for both days of the conference, including the 2nd pre-conference workshop. Ellen presented the names of the awardees to Council. On a Wills/Kashuba motion, Council voted to accept both the '06 and '07 conference reports.

Conference 2008 (D. Wills and B. Youngs)

The 2008 PSMLA Conference will be held in Pittsburgh at the Radisson Hotel Pittsburgh Greentree. The hotel room rate is \$94.00.

Conference 2009 (D. Wolfe)

Doug Wolfe has agreed to chair the '09 conference in York. This will allow PSMLA to target the middle of the state. Bonnie will forward to Doug the hotel information that she had received from Pam. A "PSMLA Conference Timeline" was given to Doug to use in his planning. Doug will also find a co-chair for the conference. The '08 and '09 conference reports were approved on a Rzodkiewicz/White motion.

PDE (P. Kolega)

Pam informed Council that Marilyn Zilli Esq., Executive Director of the Democratic Education Committee has introduced a package of four bills that would provide incentives for students to study and teach foreign languages, math or science. The second bill amends the Accountability Block Grant to provide monies for school districts that establish, maintain or expand programs of instruction in world languages in the elementary grades. The third amends the language of the Educational Improvement Tax Credit Program to make students who study in an immersion or early foreign language study program eligible for scholarship monies. The fourth amends language of the Concurrent Enrollment Program to include funds for world language study. Pam also explained there is another piece of new legislation that would direct our State Board of Education to adopt world language standards.

Pam and Council discussed what PSMLA could do to help us finally get World Language Standards. Discussion centered on letter writing campaigns that will eventually be headed by Thekla Fall. Council discussed how the Arizona Governor overrode their state's board decision and mandated world language standards.

Pam also explained about setting up language academies. She explained there will be 10 pilot school districts and that the individual school districts would need to apply to be part of the academies. Council discussed the need for a Needs-assessment survey to determine what is most important for the majority of students, schools, etc.

Committee Restructuring (Continued)

The next four committees met, set their goals, and prepared their report using a worksheet that was provided by President Youngs.

Awards - Chair (Sister M.H. Kashuba), Consultant (P. Rzodkiewicz), Member: C. Dotto

Finance - Chair (E. Irish), Consultant (D. Wills), Members: P. Rzodkiewicz, D. Hall, B. Hall, and B. Youngs

Membership - Chair (C. Dotto), Consultant (J. Stewart), Members: L. Crum, E. Irish, and T. White

Special Committee Meetings

Business Manager Duties (F. Mulhern)

With the resignation of K. Boykin, PSMLA Business Manager, Frank provided Council with background information on revamping the job description for the Business Manager. There was discussion regarding how the job of Business Manager has expanded over the past few years. Now with adding a PSMLA store to the web site and the acceptance of credit cards, the job will be even larger. Council members received a copy of a proposal that detailed dividing the responsibilities of the Business Manager among other PSMLA officers, members, and committees. Council looked over the description carefully. Council requested that Frank retype the description to reflect some of the topics that were discussed. Once finished, Frank will send the description to Council and a vote will be taken on the proposed changes. Once complete, the job descriptions will be posted on the PSMLA web site.

PSMLA Web Site

Karen Williams is stepping down as the web mistress of the PSMLA web site. Denise Hall will take on this task. Karen and Denise will work together to ensure a smooth transition. Denise will redo the shell of the web site. Council gave Denise some ideas for how the site should look. The web site will now be hosted by CMU. Council members are reminded to mark the subject line appropriately when they are sending something to Denise to put on the PSMLA web site. Items sent to Denise do not have to be in PDF format unless they are something we do not want changed. A special thank you to Denise and to CMU for taking this over.

Some of the possible categories for the main page will include: Forum, Awards, Membership, PSMLA store, Advertising, Conferences, Contact us, About Us, Getting Involved, Advertising/Exhibitors, PSMLA Members Only, and the PSMLA Logo.

Volunteer Liaison Position

Bonnie Youngs brought up the need for a Volunteer Liaison position to be added. This person would be someone who would contact persons who might be interested in serving on PSMLA committees or possibly to run for Executive Council. Council made a list of some things for which someone might volunteer: Help at a conference by introducing presenters of sessions, working the language lotto table, taking pictures at the conference, and stuffing conference bags, etc.

The meeting was adjourned at 5:00 p.m. on Saturday, April 28, 2007.

Sunday, April 29, 2007

President Youngs called the meeting to order at 8:00 a.m.

Committee Reports

Advocacy (T. White)

Thomasina identified the three main goals for the committee: (1) The PSMLA list serv will continue to be used to publicize foreign language events. (2) The list serv will also be used to announce flap grants, exchange programs, etc. and (3) On a Rzodkiewicz/Irish motion, council voted for PSMLA to fund a bulk mailing to legislators to help get the PA state language standards adopted. Thekla will also send a letter to rally the superintendents in a similar format.

Awards (Sister M.H. Kashuba)

Sister will chair the Awards committee and is already working on preparing the certificates for Who's Who. Sister asked Council if we could expand this to include College students as well. Council thought this was a great idea. Periodic reminders will be sent to world language teachers to remind them they do not have to wait until April to send in their requests for Who's Who certificates. Applications came in for the Outstanding Senior Awards. Winners will be selected and contacted by M. Boettjer. This information will be sent out via the list serv and will be available on the web site.

Pep Awards (T. Fall)

Thekla pointed out that the number of PEP applications we received this year was less than in the past. Council discussed and approved moving the date for submission of the applications to March to give those preparing the application more time to gather the required information. We need to give special recognition to those schools that received the PEP Award. The winning schools will be announced at the fall

conference. Council was reminded that every school that applies does not automatically receive Honorable Mention. On a motion by Irish/Richards, the Awards reports were accepted.

Finance (E. Irish)

Ellen reported on the three goals of the Finance Committee: (1) D. Wills will find a new bank that the PSMLA Treasurer and Secretary can access. (2) Get a sales tax license. K. Boykin told Council she needs to fill out a form on line to apply for the sales tax license. (3) Set up a web store.

It was decided that the past president and the 1st vice-president would always be members of the Finance Committee. D. Hall and B. Youngs will work to get the web store running. On a motion by Rzodkiewicz/Kashuba, Council voted to accept the report and to give Denise Hall a one-time set up fee of \$1000 and \$500 per year to maintain the web site. (The amount will be prorated for this year.) Council also voted to raise the stipend for the list serv manager to \$250 per year.

Publications (D, Murphy)

Council gave the Publications Committee some goals for the Forum: Inform members of up-coming events, commend members, recognize award winners (schools, individuals, teachers, schools, etc.), advertise, etc. There was discussion about having a Program Leaders Corner or a Dept. Chair Corner. We need to emphasize what we, as language teachers, are doing to help prepare students for the PSSAs and reading across the curriculum. Council discussed using the list serv to solicit responses to questions like these and to put them in the Forum. The Forum has two new co-Editors: Dan Murphy and Doug Wolfe. Drew Richards will be the website liaison.

One goal of the Publications Committee is to get the Forum to have an on-line version. They will conduct a trial run this summer. Bob and Denise Hall will put this on-line and then Council can decide. The Forum will continue to be mailed to those PSMLA members who do not have an e-mail address and for those who sign up after the mailing. Council decided to continue to offer the Forum, Newsletter, etc. in paper, as well as on-line. In the future, PSMLA members will indicate how they wish to receive their copy of the Forum. When the Forum goes on-line, it will be available to Members Only.

The Publications Committee will send out a PSMLA Newsletter this summer. Some topics that might be included are: Recognition of awardees (Pep, Outstanding Seniors, etc.), conference preview, back-to-school ideas, and technology tips, etc. Bonnie Youngs reminded the committee that this should be to the printer by August 1 to ensure printing before the year starts for the university people.

On a motion by Rzodkiewicz/Murphy, Council voted to accept the report.

Nominations Report (D. Wolfe)

Doug presented the goals for the Nominations Committee: (1) To send out a letter, request a bio, picture, etc. (2) Refine the list to qualified persons by Aug. 15. (3) Prepare to vote and tally the results. Voting will occur between September 5 and 19. The voting site on the web site will need to be updated and PSMLA officers will need to be on the slate this year, Electronic voting will be used again this year. Paper ballots will again be available for those who do not have e-mail. The newly elected Ex. Co. members will be introduced to Council members at the Ex. Co. breakfast. On an Irish/Kashuba motion, Council voted to accept the report.

Professional Development (D. Kinman)

Dave and Frank will serve as web site liaisons for the committee. Council was reminded that last year, Frank and Phyllis created a Speakers Bureau under the auspices of PSMLA. One goal of the PD committee is to get the information out to the members on the availability of the workshops. The committee would like to add more workshops to the list. They would like to solicit workshop proposals from Flap recipients, from those world language teachers with National Board Certification, and from those who had submitted excellent projects to the PA Governor's Institute for World Languages, etc. The committee plans to conduct a Needs-Assessment to determine the needs and interests of our members. It was suggested to find a good model of a Needs-Assessment. The Dotto / Rzodkiewicz motion to accept the report passed unanimously.

Membership (C. Dotto)

Cindy Dotto presented the goals of the Membership committee: (1) To revise the membership brochure. Cindy brought a sample of a new membership brochure to the meeting. Council liked the new design.

Cindy will get quotes for the printing once the brochure has been revised to reflect the raise in dues. Bonnie will check to see if we can mail the brochures through CMU. The membership committee and the PSMLA secretary will continue to send a renewal letter to members and to use the membership brochure for new members.

(2) Dues have not been raised in 11 years. Kathleen Boykin will give PSMLA members an opportunity to renew their PSMLA membership at the current rate if they renew their membership in June. A mailing will be sent out in early June. July 1 will be a cut off date to renew for next year at the current rate.

These membership rates were proposed:

Regular	\$40 (1 yr)	\$70 (2 yr)	\$400 (Life)
Student	\$20 (1 yr)	\$35 (2 yr)	n/a
Retired	\$25 (1 yr)	\$40 (2 yr)	\$250 (Life)
Joint	\$50 (1 yr)	\$80 (2 yr)	\$500 (Life)
Reg. Institutional	\$35 (1 yr)	\$62.50 (2 yr)	n/a

Council voted to allow P. Rzodkiewicz to purchase a 3 and 1 machine to print, copy, fax and scan. This will be for the person in charge of developing and maintaining a current database of all PSMLA members. They also gave her permission to purchase a shredder. (This was approved with a max of \$500 on the printer and \$50 on the shredder.) A motion by Irish / White to accept the report was passed unanimously.

PSMLA Web Store (D. Hall)

Council discussed what other state language organizations have to sell. Denise hopes to have the site up and running soon. The framework for the site will go up but we will wait for the sales tax license before we sell items other than clothing. The assessment guides will also be available from the PSMLA Web Store.

Cultural Communications Alliance (CCA) (D. Wills)

Deb Wills reported that eight schools competed in the Bayer competition this year. The Heinz competition is this week. Fewer schools participated this year. Thekla volunteered to write up the information on the winning schools and to get this to Denise to put up on the web site. Council wondered if a portion of the video from CCA could be put on the web site.

Website Manager (K. Williams)

Karen asked that she be involved if any major proposals are made to overhaul the web site so the site needs to look 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.

PaCIE (Sister M.H. Kashuba)

Sister Kashuba went to PaCIE. She informed us that PaCIE has designated a rep to come to our meetings. She reported that PaCIE is happy to help us in any way they can to help us work toward the adoption of the PA World Language Standards.

Miscellaneous Discussion

- Liz Crum has become chair of E-Flash.
- Drew Richards has taken over as PSMLA Historian.
- The description for the dissemination of the jobs of the Business Manager will be retyped (to include the discussion at the meeting) and will be sent to Council for a vote. Vote will be done electronically.
- Frank Mulhern will check and update the bi-laws to reflect any necessary changes based upon changes from the April 2007, meeting.

Council set the date for the fall Executive Council meeting: September 22 and 23 at the Ramada Inn in State College.

On Saturday, April 22, the council meeting began at 10:00 a.m. and was adjourned at 5:00 p.m.
On Sunday, April 23, 2006, the council meeting began at 8:00 a.m. and was adjourned at 12:00 p.m.

Respectfully submitted,
Phyllis Rzodkiewicz
PSMLA Secretary

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