

EXECUTIVE COUNCIL MEETING

April 26-27, 2008

State College, PA

Executive Committee met from 8:30 – 9:30 am to prepare for the weekend. Those in attendance were: M. Boettjer, E. Irish, F. Mulhern, P. R zodkiewicz, and D. Wills.

President's Welcome / Introductions

President Irish called the meeting to order at 10:12 am.

The following members were in attendance on Saturday, April 26: M. Boettjer, C. Dotto, R. Hall, E. Irish, L. Kander, Sister M.H. Kashuba, D. Kinman, P. Kolega, F. Mulhern, D. Richards, P. R zodkiewicz, N. Smith, D. Wills, and D. Wolfe.

The following members were absent on Saturday: C. Ballew, T. Fall, D. Hall, M. Levenson, T. White, and B. Youngs.

Approval of Minutes (P. R zodkiewicz)

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

Fall Meeting (M. Boettjer)

On a R zodkiewicz/Wolfe motion, the meeting will be held at the Courtyard Marriott in State College on September 13 and 14.

Committees Meet

The following committees met for approximately one hour on Saturday morning: Membership, Finance, Conference 09, and Nominations. The next committees that met were: Conference 08, Publications, Professional Development, and Awards.

Reports:

Treasurer's Report (D. Wills)

Deb Wills gave the Treasurer's Report. Upon examination of the detailed report, Deb pointed out that we have additional revenue due to the fact that we only had one printing of the Forum last year, we raised dues, and the Ad Manager brought in more money last year. Ellen reminded us that we have a few outstanding payments from the fall conference. Debbie informed council that she has begun to arrange for an external audit. She hopes that this will be done by the end of May by someone from Latrobe. A copy of the report will be sent to the PSMLA Officers for them to look over prior to the fall meeting. P. R zodkiewicz moved and M. Boettjer seconded that Council accept the Treasurer's Report. Motion carried.

Secretary/Membership Report (P. R zodkiewicz)

Phyllis reported that there are currently 603 individual members in PSMLA. Discussion focused on how to attract more members and what can be done to get those who did not renew their membership for 08 to do so. A final reminder will be sent out over the list serv reminding those who have not renewed that they have 2 weeks to renew before their

names are permanently removed from the membership list. Council approved this report on a Dotto/Wills motion.

The Advertising Managers' Report (R. Hall)

Bob Hall distributed to council a report that detailed ads and tables from the fall 07 conference. He explained that the sponsorship for the conference was great. This may, however, make it appear that revenue is down. Council was very pleased with the figures presented and voted to accept the Advertising Managers' Report on a Richards/Kashuba motion.

Awards Committee Report (Sister Kashuba)

Sister Mary Helen Kashuba explained about the awards that were given out. She explained that Melissa Teeters from Pittsburgh had been awarded the Cemanahuac Scholarship. She explained that there had been many inquiries but only 3 applications had come in. There was discussion as to how to encourage more to apply for the scholarships and awards. Sister Kashuba will also investigate finding awards for other languages.

Senior Avni Patel from Wissahickon HS was awarded the Outstanding Senior Award. Information on the award winners will be placed on the website. More specific directions will be given to help guide students with their essays. The revisions for the guidelines for the essays will be sent to committee and then to Council.

Advocacy Report

Pam addressed Advocacy in the absence of Thomasina. She informed us that world languages will not be a PA graduation requirement and this is a done deal. The question arose whether a note should go out to the membership, informing them that foreign language is not a graduation requirement. Individual school districts must decide for themselves whether foreign language is a graduation requirement for their district. This would be similar to the Art and Humanities content area with already approved Academic Standards. Pam pointed out that approximately one-third of public school districts already have world language as a graduation requirement.

PDE Special Report and Discussion (P. Kolega)

Pam reported that House Bill 1415 mandates that world language standards be put back in. However, there are those that are against having this occur. Pam pointed out that we do not want languages in all grades all at one time. That is why their (Jim Buckheit and the State Board) projected cost is so high. Pam informed Council that the 08 FLAP is only for critical languages. Only 12 will be given out in the United States. Currently in PA, there are two large distance consortiums (University of Pittsburgh with AW Beattie Career and Technology School and 10 Pittsburgh area public districts/IU#5 and Penn State and at least 30 districts with CAPE, see www.apeake.org). In addition, two smaller applications were sent in from Lancaster City School District with Millersville and Young Scholars of Central PA Charter School with Penn State.

ACTFL (F. Mulhern)

Frank passed around a book that ACTFL has for sale titled: The Keys to the Classroom. It is a manual to help new teachers find their way. There was discussion for districts to

order the book for new teachers and to share the book with their staff development people. While it is a great resource for new teachers, we felt it would also be useful for student teachers. It is available on the ACTFL website. The book contains rubrics and things for veteran teachers as well. The price for members is \$22.95 and \$26.95 for non-members.

NECTFL (M. Boettjer)

Council members who were at NECTFL discussed the opening address and the i-generation. The playground that was sponsored by Apple was most interesting. It was exciting to see and learn what is available for teachers in the language classroom.

CCA (D. Wills)

Debbie explained to Council that the marketing campaigns began with Bayer and then Heinz. She informed us that Heinz is no longer participating due to the fact that many school districts will participate initially and then drop out. She explained that this year the marketing country is South Africa and the product is One a Day, Women's multi-vitamins. On a Dotto/Kander motion, Council voted to accept all the organizational reports.

Historian's Report (D. Richards)

Drew reported that through correspondence with Exco and with IUP, he located the PSMLA archives. He is planning to assemble a display for the 2009 conference in Gettysburg to show how PSMLA and our profession has developed over the past 90 years (issues, publications, and teaching materials), and will try to establish contact with past Educators of the Year, Council members, etc. Special thanks were given to Jan Stewart for her assistance.

Conference Reports

2007 PSMLA Conference (E. Irish)

The 2007 PSMLA Conference was held at the Crowne Plaza Valley Forge in King of Prussia on October 19 and 20. The conference was a great success. Evaluations were very positive. The biggest concern was the limited room space for some of the presenters. We know that this is often a problem and there is nothing we can do about this. If we limit the number of persons that can attend a given session, people will be upset about that.

The Best of PA session was awarded to Cheri Garrett. Cheri represented PA and presented her session at NECTFL where it received great reviews. The conference brought in many new members to PSMLA. We had had on-line registration for the first time which was a challenge at times. A recommendation was made for there to be a laptop and a portable printer at the registration table for future conferences. Great job, 07!

Conference 2008 (D. Wills)

The 2008 PSMLA Conference will be held in Pittsburgh at the Radisson Green Tree. The hotel room rate is \$94.00. The theme will be: World Languages: Stronger Than Steel. Debbie Wills distributed postcards to advertise for the conference. She had

posters done and these were also distributed for us to take and display in our schools and our neighboring districts. The keynote speaker will be Dana Barris Franco. She will address ways for students to relate careers and world languages. Bonnie Adair-Hauck and Eileen Glisan will do the pre-conference workshop, a beginner SOPI. If necessary, Thekla will do the German SOPI.

Recipients for the awards were discussed. There was also discussion about adding a spot on the website for teachers to add their Professional ID # when they register for the conference.

The registration form and conference info are on the website. A mailing will go out soon so teachers have the information before they leave for vacation. Debbie reminded council members to bring back something from their summer travels for the Silent Auction for the 08 Conference. On a Kander/Rzodkiewicz motion, the conference rates will be those advertised in the Forum.

Conference 2009 (D. Wolfe)

Doug Wolfe, chair of the '09 conference, reported that the conference would be held at the Eisenhower Conference Center in Gettysburg on October 15-17, 2009. The Foreign Language Department at Millersville University will help with the conference. Doug will investigate the options and decide what type of pre-conference workshop is the best. This will also be the 90th anniversary for PSMLA.

Conference 2010 (E. Irish)

The 2010 conference will be back in Erie, PA.

Conference 2011 (E. Irish)

Ellen discussed the possibility of having the 2011 conference in the Penn State area. We discussed having Council do the work for the conference. Ellen said she would take care of the hotel. Phyllis volunteered to do registration and Frank volunteered to be in charge of the session proposals. This would help us have more visibility in that part of the state. There will be much more discussion in the future.

The meeting was adjourned at 5:15 p.m. on Saturday, April 26, 2008.

Sunday, April 27, 2008

President Irish called the meeting to order at 8:18 a.m.

The following members were in attendance on Sunday, April 27: M. Boettjer, C. Dotto, R. Hall, E. Irish, L. Kander, D. Kinman, F. Mulhern, D. Richards, P. Rzodkiewicz, N. Smith, D. Wills, and D. Wolfe.

The following members were absent on Sunday: C. Ballew, T. Fall, D. Hall, Sister Mary Helen Kashuba, P. Kolega, M. Levenson, T. White, and B. Youngs.

Committee Reports

PEP Awards

Ellen will ask Thekla to write up a proposal on the contributions. This will be worked through the Finance Committee and then shared with Council. Council will vote after details have been finalized.

Assessment Guide

Thekla and a committee will work on updating the PSMLA Assessment Guide. Once finished, this will be sent to print. These will need to be ready for the 08 Conference.

Data Collection (D. Richards)

Drew talked about developing a survey which will be sent to the public school districts, parochial schools, etc. to give us an idea of where we are with world languages in PA. He will write up the survey and share with Council. The results will be compiled during the summer. Some questions would be: Is there a less commonly taught language offered in your district? What technology is available in your district?

Professional Development (D. Kinman)

Dave Kinman talked about the professional development workshop he presented on March 15, 2008, in Grove City. 28 people were in attendance. In attendance there were 12 from Erie, 12 from Pittsburgh, 2 from central-west, and 2 from the Grove City area. The workshop was a great success. Dave did a wonderful job.

One goal of the Professional Development Committee is to serve various geographical areas with opportunities for professional development. Workshops such as the one recently presented by Dave will help us meet this goal. We will investigate offering the SOPI during 08 and 09. A suggestion was made to offer Dave's workshop again in the Bedford area. Linda Kander offered to help do the logistical arrangements. On a Boettjer/Richards motion, all committee reports to this point were approved.

The Professional Development Committee will also look to work with council members and develop and coordinate workshops in other areas of the state (Northeast PA, central PA, etc.).

Nominations Report (D. Wolfe/D. Richards)

Drew and Doug discussed nominations. The board discussed the need to try to have representation on Executive Council from all parts of the state. Some possible candidates to run for council were given to Drew. All persons running for Executive Council must be individual members of PSMLA. The slate of candidates must be approved by Executive Council. The newly elected Ex. Co. members will be introduced to Council members at the Ex. Co. breakfast in October at the fall conference.

Membership (C. Dotto)

Cindy explained that renewal letters were again mailed out the end of December, along with the membership cards for 08. In March, another mailing went out, asking the non-members to renew. There are currently 602 individual members plus the Institutional memberships. We realize that some persons only join when the conference is held in their part of the state. We hope that by offering more workshops across the state, we will attract more members and remind some to renew so they can attend the workshops.

Another suggestion was made to send a letter to colleges and universities in the state to the supervisors of student teachers, to let them know that we exist, what we offer, and to make PSMLA a part of their education experience. Another idea was to provide testimonial about the fall conference. We could place a few testimonials about the fall conference in the next Forum.

Publications (D. Wolfe)β

The 08 Forum was very well done. Rochele Reitlinger helped with the Forum this time. Doug will contact Rochele to see if she will continue to work on the Forum. The Publications Committee set three goals: 1) We need more Assessment Guides. Nancy Smith will contact Thekla regarding updates for the Guide and to discuss working on the Assessment Guide this summer. We will need additional copies to have available at the fall conference. 2) The committee will look at the Forum and collect data regarding whether people would prefer to receive the Forum on-line or have a hard copy. 3) The committee will publish a PSMLA bulletin to go out at the beginning of the school year or possibly in January or another time. The Newsletter would have things like: save the date, voting deadlines, conference information, etc. Major information from the web site will be put into the Newsletter. The first year there may be some duplication of information in the Forum and in the Newsletter. Doug Wolfe and Nancy Smith will work on the Newsletter (spring and winter).

Finance (M. Boettjer)

One goal that the committee worked on was to refine and adjust the procedure and amounts for PSMLA approved reimbursements and other expenditures. The amounts for the stipends will be placed on the website in an area which can be accessed by Executive Council members. The stipends are: List serv manager (\$300), Web site manager (\$600), and the Forum, divided among the editors, (\$450). A gift card will be given to Bonnie Youngs, in lieu of payment, for her work on the Forum. On a Rzodkiewicz/Wills motion, council approved these stipends.

The Finance Committee examined the reimbursement policies for PSMLA Organizational Representatives to professional organizations (ACTFL, NECTFL, JNCL, and PaCIE). Full conference registration, excluding workshops, may be reimbursed or paid in advance by the association treasurer. Reimbursement of travel expenses, up to a maximum of \$300 will be made. For automobile travel, the current IRS mileage rate will be used for reimbursement. (Travel expenses may include public transportation fares, tolls, parking and other related fees.) Reimbursement of lodging and food expenses up to a maximum of \$500 per conference will be made. Expenses will be reimbursed following the submission of both receipts (and documentation of mileage where driving – e.g. Mapquest) and a report to the PSMLA Treasurer and a report to the PSMLA Council for review at the next PSMLA Executive Council meeting. The motion from the Finance committee carried.

There was discussion of the importance to have Executive Council members in attendance at the fall conference. Council members will be able to register at the presenter rate.

The ad manager's contract was also examined. The contract will be adjusted to reflect that the ad manager will be reimbursed for travel to and from council meetings at the current IRS rate. Council approved the Rzodkiewicz/Dotto motion.

Debbie Wills, treasurer, pointed out to council that for us to offer payment by credit card, we have incurred over \$600 in fees from September through December. Council discussed charging a processing fee of \$5.00 per transaction. We pay for every credit card transaction, no matter the amount of the charge. Council will revisit this topic at the fall meeting.

New Business

IUP Conference (L. Kander)

Linda Kander represented PSMLA at the IUP Conference. One person purchased a PSMLA membership and another purchased an Assessment Guide. Someone in attendance at the conference mentioned redoing the PSMLA Advocacy video. We will discuss this at another time. Presently, Linda Kander will be the PSMLA rep to the IUP conference. On a Kinman/Kander motion, council will pay for the conference registration, transportation, and two lunches.

By-laws Changes (F. Mulhern)

Frank pointed out that we have some changes to be made in the by-laws. The proposed changes will be sent out electronically and then a vote will be taken during the Business Meeting at the fall conference.

Website and Web Store (R. Hall)

Bob was asked about the possibility of advertising on the PSMLA website. NYASFLT does allow advertising on their website. Bob will investigate this further and report back to council in the fall. Bob also asked council to please check the website carefully to see if there are any updates needed.

Stamps (D. Wills)

Debbie reminded everyone that postage will soon go up and with the mailings for the conference, membership, etc., council approved a Dotto/Rzodkiewicz motion to purchase 2000 Forever stamps.

Standards (E. Irish)

It was agreed upon that a statement would go out via the list serv to inform members that World Language Standards are not part of the Graduation Requirements. Ellen will notify Devin about this.

Council set the date for the fall Executive Council meeting: September 13 and 14 at the Courtyard Marriott in State College.

On Saturday, April 26, 2008, the council meeting began at 10:12 a.m. and was adjourned at 5:15 p.m.

On Sunday, April 27, 2008, the council meeting began at 8:18 a.m. and was adjourned at 11:25 a.m.

Respectfully submitted,
Phyllis Rzodkiewicz
PSMLA Secretary