

**PSMLA Executive Council Meeting Minutes
The Penn Stater, State College, PA**

April 2-3, 2016

Saturday, April 2, 2016

9:30 – 10:45 – The PSMLA Executive Council officers met separately to prepare for the weekend: Mike Bogdan, John Grande, Mina Levenson, Susanne Nimmrichter, Phyllis Rzodkiewicz, and Jan Stewart.

President's Welcome and Introduction of New Members – 11:04 am

President Susanne Nimmrichter welcomed Council members. The following members were in attendance: Mike Bogdan, David Brightbill, Isabel Espino deValdivia, Kathy Fegely, Megan Flinchbaugh, Sister Mary Helen Kashuba, Michelle Kindt, Mina Levenson, Rich Madel, Susanne Nimmrichter, Phyllis Rzodkiewicz, Abigayle Shin, Jan Stewart, Junko Yamamoto, and Nancy Zimmerman.

The following members were not in attendance: Jean-Louis Dassier and Christina Huhn.

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

Secretary's Report (P. Rzodkiewicz)

Phyllis reported that we currently have 583 individual members. There are 23 schools that have purchased a School Group Membership. This has worked well. Council was shown a spreadsheet that details how the PEP Vouchers have been redeemed so far.

Treasurer's Report (M. Bogdan)

Council examined the Treasurer's report. Mike presented the balances and explained the various documents that detailed the different sources of dues, amounts from conferences, from membership, etc. An internal audit will be conducted during the Executive Council meeting this weekend. Expense vouchers are available on the website for complete documentation.

Finance Report (M. Levenson)

The Finance Committee met via Skype two weeks ago. Mina Levenson, as First Vice-President, now chairs the Finance Committee. During the meeting, it was the recommendation of this committee that we maintain the same compensation for the Manager of the Listserv. PSMLA is currently classified as a non-profit corporation exempt under IRS Code Section 501(c)(6). Mina will investigate what we, as an organization, will need to do to apply for 501(c)(3) status. If we can be reclassified, we will be eligible for more donations. Mina will also continue to research and apply for tax-free status for PSMLA. A suggestion was made to minimize the length of the business meeting at the annual PSMLA Fall Conference. John Carlino from NECTFL will be contacted to see what other organizations share with their members at their annual meeting. Executive Council members were asked to help secure tables and sponsorship for this year's fall conference.

Advertising Manager's Report (J. Yamamoto)

Junko explained that the color page ads for the Forum are sold out at this time. She explained that all the information regarding sponsorship for the conference is available on the website. Junko will report more at the August meeting on the status of the sales of tables and conference brochure ads, etc. Junko works closely with the Conference committee.

Historian's Report (N. Zimmerman)

The position of PSMLA Historian is currently a five-year term. Beverly Buxareo, whose term ended in 2015, has agreed to stay on as Historian through 2019 to maintain the hard copy items for the 100th year celebration of PSMLA. Nancy is the electronic Historian and her term ends this year. Prior to Google Drive, all reports and documents from the fall and spring meetings have been stored on Nancy's computer. IUP is the designated repository of all these electronic and hard copy documents. The PSMLA Officers will discuss how to archive the electronic documents.

Pennsylvania Language Forum (M. Flinchbaugh)

It was decided that the Pennsylvania Language Forum would be referred to by its full name on first mention, and then as "PLF" in subsequent mentions. White Oak, in Lancaster, PA, will be used as the printer. Megan explained that she has three submissions so far for the PLF. She explained that some articles will be shareable via the website. The deadline for submission is June 1, 2016. She is hoping for a publication date of mid-September. The e-mail address for Megan to use for the PLF will be PAlanguageforum@psmla.org.

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

Website (S. Nimmrichter)

Susanne took council members through the website. There will be a new e-mail address for the Webmaster. Problems should continue to be sent through Christina. However things that are of an urgent matter and can be easily fixed can be sent to Ron at webmaster@psmla.org. The top blue bar on the website is for current announcements. Susanne will check with Ron and Antoine about having events automatically placed on the PSMLA calendar.

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

Committees were asked to review the action plan prepared by their committee at the fall meeting, in particular their information on the new website. They were asked to make necessary revisions to previously established goals. The committees were to prepare a report from their meeting for ExCo for later in the afternoon and upload it to the shared folder on Google Drive so that everyone has a copy, and for Phyllis to use for the minutes.

12:45-1:15 - Organizational Reports

ACT 48 (B. Storey)

Council examined the Act 48 report. Brigitte explained that all teachers received hours only after completing the "Student Impact Statement" within two weeks after the event.

ACTFL (J. Stewart)

Sister Mary Helen Kashuba attended ACTFL and went to the small group meetings by associations. Susanne is going this fall and she will represent PSMLA.

CCA

We currently do not have a member on ExCo who works with CCA (The Cultural Communications Alliance). We have supported CCA in the past. On a Rzdokiewicz/Fegely motion, council voted to support CCA with \$250 like last year with a stipulation that the money be used exclusively toward prizes for the students. We

request that our logo and a correct link be placed on the sponsor page for CCA. This year the final CCA competition will be held on May 4, 2016 at the University of Pittsburgh. Seven schools from Western PA will be participating this year. This year's target market is Taiwan and the product that students need to plan to launch is Bayer Corporation's "Radimetrics," software that controls dosage flows for CT scans, etc.

Global Scholars (J. Stewart)

The Global Scholars Program is moving along very well. There are currently nine schools registered with two more that have expressed interest in registering. Most schools are taking this year as a planning year with implementation set for the fall. 106 students are currently registered. Many presentations have been made to spread the word about the Global Scholars Program at workshops, at the PSMLA Fall Conference, at PaCIE, at NECTFL, etc. Jan purchased 100 Honor Cords. We need to purchase certificates. Jean-Louis created a template for the certificate and Jan will create a mail merge and create the certificates. Honor cords and certificates will be made available to the participating schools at our cost. On a Rzdokiewicz/Grande motion, council approved to spend up to \$200 for paper for the certificates, for printing and postage for the first 100 certificates. David suggested that after these first 100 certificates, that we offer the certificates as a PDF only, with students' names already merged on them for schools to print themselves. Text is needed for the Global Scholars page of the website. Megan and Michelle will work on this with Jan's assistance. There is order information on the webpage for the Honor cords and the certificates. The final discussion centered on whether to change the criteria to reflect school population as is done with Pep. Council decided that for schools whose total 9-12 grade enrollment is 700 or less, in accordance with the Pep criteria, they could use 8th grade foreign language study as part of the completion of the academic component. We do not want to devalue the Global Scholars designation but we do want to recognize those students from smaller schools for their efforts and their desire to be part of a Global Scholars Program.

PEP (M. Levenson)

PEP committees from both sides of the state met and rated the PEP applications. There is still some information that is missing in order to finalize the applications. A couple schools need to clarify and send in further evidence. The results will be published soon.

Council approved the above reports on a Zimmerman/Shin motion.

1:15-2:45 Working Lunch

The following committees met over lunch: the 2016 Conference Committee (Erie), the 2017 Conference Committee (Harrisburg), and the 2018 Conference (Pittsburgh).

2:45-3:45 Committee meetings: Membership, Professional Development, and Publications

Committees were asked to review the action plan prepared by their committee at the fall meeting, in particular their information on the new website. They were asked to make necessary revisions to previously established goals. The committees were to prepare a report from their meeting for ExCo for later in the afternoon and upload it to the shared folder on Google Drive so that everyone has a copy, and for Phyllis to use for the minutes.

3:45-5:00 Organizational Reports

JNCL (M. Levenson)

Mina attended JNCL in Washington in February. Ms. Heimowitz from Senator Casey's office reiterated the necessity of building as strong a relationship, as possible, at the state and local level prior to the distribution of the ESSA Funding. Each state must disburse the funds, as it sees fit. World Languages is competing against all other content areas for a portion of the money that Pennsylvania will receive.

NECTFL (K. Fegely)

The Northeast Conference was held at the New York Hilton Midtown from February 11-13, 2016. The new Executive Director of NECTFL is John Carlino. Attendance this year exceeded 1300. Nathan Campbell and Megan Flinchbaugh presented the "Best of PA" session from 2014. The title of their session was: Using Stations to Engage Students in All 5C's." Dr. Lucia Osa-Melero was honored as one of three selected MEAD Fellows at the Awards Ceremony. Our 2015 PSMLA Teacher of the Year, Gabriel Blanco, was honored during the formal Awards Ceremony as one of the finalists for the NECTFL Teacher of the Year.

PaCIE (Sister Kashuba)

Sister attended the annual PaCIE Conference in Pittsburgh at the Wyndham Pittsburgh University Center from October 1-3, 2015. Sister gave a report on PSMLA on Thursday evening and also presented the poster for the Global Scholars Program that was prepared by Jan Stewart. The session lasted one hour. The poster and flyers were made available.

Conference 2015—Philadelphia (J. Grande and N. Zimmerman)

The 2015 Conference was a great success with over 300 in attendance, a NEW record. The conference drew in 110 new members. The Best of PA Session was "Achieving Proficiency Through the Three Modes of Communication" by Sarah Aguilar-Francis and David Brightbill. The session evaluations were very positive. Due to the large attendance, some of the session rooms were crowded. Congratulations to the 2015 Conference Committee on an Outstanding Conference!

Conference 2016—Erie (P. Rzodkiewicz)

The conference will be held at the Ambassador Banquet and Conference Center in Erie on October 13-15, 2016. The committee discussed the proposed schedule for the conference and explained that the Awards Ceremony would be held during lunch on Friday. There will be an optional trip to the wineries on Friday after the reception for an additional \$30 per person. The keynote speakers are: Carol Brigham from MCRC for Friday and Kelly Armor from the Erie Art Museum for Saturday. The pre-conference will be: Using the Integrated Performance Assessment (IPA) to Improve Learning and Instruction by Bonnie Adair-Hauck, Ph.D. There are two hotels that are connected to the Ambassador Banquet and Conference Center: the Courtyard by Marriott and the Hilton Garden Inn. The Comfort Inn & Suites is recommended for those bringing a family and wanting to stay at a hotel that is connected to Splash Lagoon, the Indoor Water Park. The conference committee has met many times and is working to gather session proposals and to gather items for the language lotto. Those helping with the conference are: Judy Benedict, Cheri Dohmen, Bob Hall, Leslie Neil, Susanne Nimmrichter, Katie Pohl, Natalie Puhala, Phyllis Rzodkiewicz, and Debbie Wills.

Conference 2017 – Harrisburg (M. Bogdan and J. Stewart)

The 2017 conference will be held at the Holiday Inn Harrisburg-Hershey, which is located in Grantville. The hotel is 15 minutes to Hershey and 20 minutes to downtown Harrisburg. The room rate will be \$109 per

night. They have donated a certificate for a free 2-night stay (including taxes and breakfast) for the silent auction in Erie. The committee plans to invite PA Secretary of Education Pedro Rivera to the conference.

Conference 2018 (I. Espino deValdivia and M. Levenson)

Isabel and Mina are currently looking for a site for 2018 that can accommodate our audience. They will report back to Council.

The above reports were approved on a Zimmerman/Espino deValdivia motion.

Fall Meeting, 2016

The fall meeting will be held at the Penn Stater in State College on August 27-28, 2016. John will make arrangements with the hotel.

On a Fegely/Zimmerman motion, the meeting for Saturday was adjourned at 5:13 pm.

Sunday, April 3, 2016

7:45-8:45 Breakfast in the Garden restaurant: Council members met over breakfast by regions to discuss professional development and possible regional projects for the academic year 2016-2017.

At 9:03 am, President Nimmrichter welcomed back Council members. The following members were in attendance: Mike Bogdan, David Brightbill, Isabel Espino deValdivia, Kathy Fegely, Megan Flinchbaugh, Christina Huhn, Sister Mary Helen Kashuba, Michelle Kindt, Minda Levenson, Rich Madel, Susanne Nimmrichter, Phyllis R zodkiewicz, Abigayle Shin, Jan Stewart, Junko Yamamoto, and Nancy Zimmerman.

The following member was not in attendance: Jean-Louis Dassier.

9:03 Standing Committee reports based on earlier meetings and e-mailed documents.

Advocacy (S. Nimmrichter)

There was further discussion about ESSA: Every Student Succeeds Act. The states will receive federal funding. We need to lobby our representatives to support K-12 world language programs to make sure we receive part of the money that will be distributed. World language teachers should encourage representatives to visit their classrooms, get parents involved in letter writing, etc. We need to work to have the position of World Language Advisor re-instated at PDE. Mina and Isabel will work on a position statement. We need to continue our work to have State World Language Standards. Megan and Michelle will draft text and a link for the website to advocate for these standards. We will ask PDE for support/recognition for our Global Scholars Program. Michelle and Megan will draft text to create more text before you click on the links on the website. There were some suggestions for the 2017 Conference in Harrisburg. We could send a delegation to meet with representatives on Thursday or Friday and we could invite the representatives to our reception at the conference.

Awards (K. Fegely)

Several changes were made to the timetable for awards. The Cemanahuac application deadline was moved to November 15. The announcement for applicants will be published October 1 and results will be sent to the Cemanahuac representative by January 1. Cemanahuac eliminated the scholarship for a Post secondary student. The Outstanding High School Senior information was sent to the PSMLA Listserv on March 22.

The date from Student Recognition will be changed to May 1. Payment for the certificates must be sent before the certificates are distributed to the schools by PSMLA. The instructors must be current members of PSMLA. This year's recipient of the Cemanahuac Award is Mercedes H. Walton-Mason. After reviewing information for Teacher of the Year/Outstanding World Language Educator, council approved Bob Hall from Fairview High School as the K-12 Teacher of the Year for Pennsylvania after a recommendation from the Awards Committee and a second from Nancy Zimmerman. Council approved Alice Edwards from Mercyhurst University as Post-secondary World Language Educator after a recommendation from the Awards Committee and a second from Nancy Zimmerman. Kathy recommended considering an additional award for the selection for Teacher of the Year following the NECTFL/ACTFL Teacher of the Year model, since our candidate is judged by NECTFL to represent the Northeast Conference at ACTFL the following year. This year, council approved MCRC (the Multicultural Community Resource Center) in Erie and the Carnegie Library in Pittsburgh to receive PSMLA Merit Awards in October after a recommendation from the Awards Committee and a second from John Grande. Priority is given to creating generic documents for the webpage with awards@psmla.org as the contact for all documents to be sent.

Nominations/Elections (N. Zimmerman)

Isabel Espino deValdivia and Christina Huhn have agreed to run again for a position on Executive Council. The committee discussed looking at schools that had received the PEP award for possible people to run for council. There was also discussion regarding having a non-voting student Teaching Candidate on ExCo. The student would have to be a member of PSMLA. The recommendation could come from their Methods Instructor. The Nominations/Elections Committee will work on a proposal and will send this out to council for further discussion. Elections for ExCo members will be held in early September. Those elected to Council will be invited to attend the ExCo breakfast on Saturday at the conference and will be introduced during the Business Meeting at the luncheon on Saturday of the conference.

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

Membership (I. Espino deValdivia)

The committee examined the membership section on the website and recommended to include one section for the membership brochure and another for the benefits of membership. The committee worked on a list of Benefits of Membership which should be housed on the website. The website is critical and very important in order to retain and increase membership. We need to have a user-friendly site. Since new members, renewals and current members will have an account, we need to have someone in charge to solve problems such as passwords, incorrect emails, etc. in a timely fashion. The committee prepared directions on how to log in and/or update (activate) accounts for renewals and current members. Isabel will send out a reminder to those who have not yet renewed their membership for 2016.

Professional Development (R. Madel)

Susanne will check into syncing the Listserv to the calendar. PSMLA will become a clearing-house for what is happening with world languages in Pennsylvania. The committee also recommended creating a brief BASIC needs survey to be sent via the Listserv to give us a better idea what their needs are so we know what to offer with regards to professional development. Some possible topics include: assessment, engagement, technology, SLO, target language use in the classroom, authentic materials, culture, cooperative learning, DI and various learners, proficiency-based learning and instruction, IPA, SOPI, etc. We need to make sure that if we co-sponsor an event, that it is not in conflict with a PSMLA event and that

it is of benefit to our members and to our students. When we sponsor an event, Act 48 credit will only be given to those who are members of PSMLA. The committee will standardize criteria for organizations looking to partner with PSMLA. This criteria will be housed in a Google folder or placed on the website as a "position statement" for PSMLA endorsement/partnership. A recommendation was made to consider having Immersion Days for students.

Publications (C. Huhn)

The primary focus of the publications committee has been the webpage and the welcoming of our new Forum Editor, Megan Flinchbaugh. The webpage has been fully revamped and is live. The Listserv was just transferred over this last week of March. There was discussion to ask the conference presenters to provide us with their conference materials and have a link to a Google folder with their handouts for the conference attendees. Jan, Abby, and Isabel will work on the facebook page. Michelle will work on Twitter. Mike will work with Ron so they can all have access and be given the codes. All updates from the weekend should be sent to Christina, in as final a format as possible. The committee is working to create a template for webpage updates. The Awards info needs to be done right away and Membership info should go up quickly. On a Stewart/Shin motion, council approved David Brightbill as the new Listserv Manager. On a Stewart/Rzodkiewicz motion, council voted that if the PSMLA Listserv Manager is a voting member of ExCo, in place of receiving an honorarium, their hotel would be covered for the three times they are required to attend meetings. If they go off ExCo, then they will receive a \$300 honorarium. NEW news should be sent to news@psmla.org and then will be sent out to the Listserv. Multiple single messages will not be sent out in one day. David will prepare a test newsletter to send to officers.

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

Website Development with Ron DelPorto (via Skype)

Website Manager's Report (R. DelPorto)

We will start using webmaster@psmla.org to send updates for the website to Ron. Ron has been working with Christina and Antoine to resolve problems and to make changes from suggestions, etc. The general membership has commented on how nice the website looks. Mike had a list of questions that he asked Ron, such as: If someone has more than one email listed, are both recognized? When a membership lapses, what happens to the account? With the Listserv now through the website, is there a way to populate the calendar with the info? We will continue to send changes to Christina who will prioritize the changes and forward them to Ron.

Fall Meeting 2016

The fall meeting will be held at the Penn State in State College on August 27-28, 2016.

On a Grande, Espino deValdivia motion, the meeting was adjourned at 11:46 am.

Respectfully submitted,
Phyllis Rzodkiewicz
PSMLA Secretary