

## **PSMLA EXCO MEETING**

Sunday, August 28, 2022 1:00pm via zoom

**Attendees:** John Grande, Jennifer Campbell, Nathan Campbell, Junko Yamamoto, Cherie Garrett, Debra Faszter-McMahon, Wilma Dunkle, Edith Guay, Michael Bogdan, Karen Belcastro, Isabel Espino de Valdivia, Sister Mary Helen Kashuba, Christina Huhn, Natalie Puhala, Katie Geare, Mary Musselman Wells, Melissa Moran-Johnson, Megan Flinchbaugh, Silvinna Orsatti

**Absent:** Susanne Nimmrichter

- President Isabel Espino de Valdivia called the meeting to order at 1:03

### **1:00 p.m. Organizational Reports**

- President's welcome – Isabel
  - ❖ Thanks to all for continued hard work
  - ❖ April 1st was our first return to in-person PD. Thanks to those who organized and also to the Conference Committee. Reminder to register for conference and hotel asap.
  - ❖ Great work with new Peer Mentoring program and Seal of Biliteracy
  - ❖ We will continue to offer webinars and coffee hours
  - ❖ Congrats to new brides, Mary and Melissa!
- Approval of minutes
  - ❖ Approved via email
- Secretary's report – Natalie
  - ❖ Thanks to all for continued patience as Natalie learns the ropes with memberships, member emails, and membership lists
- Treasurer's report – Mike
  - ❖ Reviewed individual transactions approved
  - ❖ No longer any PDFs on the website. Everything digital with option to send check
  - ❖ APPROVED- Motion by Finance Committee to increase stipend from \$800 to \$1000 for delegates (ACTFL, NECTFL, JNCL, PACIE)
  - ❖ APPROVED- Motion by Finance Committee to change PSMLA address on file with PDE
- Finance Committee report – Mike
  - ❖ Included with Treasurer's Report
- Advertising Manager's report – Junko
  - ❖ Table sales are slow
  - ❖ Tables will not be assigned this year
  - ❖ If room, we may offer round tables to vendors

- ❖ 1 ad for PLF sold to date
- ❖ Nobody is lined up to be Ad Manager. Looking for recommendations.
- ❖ Sister Mary Helen- Ad Manager does not have to be filled by a current Exco Member. A previous Exco member or current member may serve as Ad Manager.
- ACT 48 – Junko
  - ❖ ACT 48 Renewal due this year by September 6, 2022
  - ❖ We have to apply every three years. Junko would like to step down after the 2023 conference.
  - ❖ Recommendation to move to electronic data collection because:
    - If we get audited, digital data/ results easiest to access
    - Any Exco member will be able to access data
  - ❖ Instead of stamp sheets, participants will complete online survey after the required session Q&A
  - ❖ We are not required to turn in standard 8 evidence of student learning, as long as we reach out to participants
  - ❖ Junko will create QR code that will lead participants to google form starting with this fall conference.
  - ❖ Megan- conference committee will work with Junko to incorporate a streamlined approach to data collection. Session hosts will no longer need to stamp Act 48 sessions. Presenters will need to be told to include Q&A at end of session. Is there a way to verify attendance?
  - ❖ Nate- all data is still self-reporting, so we may be able to include it with the app. Is there a way to simplify for attendees?
  - ❖ Mike- individual submissions will add extra work. We need an easy solution for compiling data.
  - ❖ APPROVED- Motion to switch to all digital data Act 48 collection.
- Global Scholars –Jan and Karen
  - ❖ See report
- Seal of Biliteracy--Cherie
  - ❖ Will share during advocacy
- PEP – Isabel
  - ❖ See report
- JNCL- Cherie
  - ❖ BEST Act passed the House of representatives. If passed the Senate, it will provide financial support for the Seal of Biliteracy
  - ❖ JNCL would like to combine World Leap with BEST Act
- NECTFL- Wilma
  - ❖ Recommendations for MEAD applicants needed
  - ❖ Nominees for awards welcome
- PaCIE- Sr Mary Helen

- ❖ In-person conference back. At Haverford College, not a hotel.
- ❖ Initiatives for Senate Resolution 34 to define global competence continues
- ❖ Also working on Seal of Biliteracy. Congrats to Cherie Garrett on her efforts and success
- ❖ PACIE helped bring back Gov School for students for next summer
- Parliamentary- Sr Mary Helen
  - ❖ No report necessary
- PA Language Forum editors- Christina and Nate
  - ❖ We need submissions. Reach out!
  - ❖ Full edition coming with conference preview
  - ❖ Christina hosting session at conference to encourage K-12 educators to submit
- PSMLA News editor- Nate
  - ❖ Status quo
  - ❖ Sending 1 email per week, per spring meeting
- Social Media- Katie
  - ❖ If you want to add to Twitter, contact Katie via email(socialmedia@psmla.org)
- Webmaster Report- Susanne
  - ❖ Look at the draft website and send feedback to Susanne. Detailed report with many requests. Please take a look and respond quickly so that we may move forward.
  - ❖ Megan- is there a timeline for an updated website? What is our contract with Antoine to work on a new website?
  - ❖ Mike- it has been delayed. He has been paid half of the contract.

## **Approval of the organizational reports**

Motioned by: Isabel

No discussion, All approve

## **2:04 Standing Committee Reports**

Short summary if needed, Questions and Voting only, please

- Awards Committee-- Karen Belcastro
  - ❖ Cemanahuac scholarship no longer includes lodging. Should we increase \$400 funding from PSMLA?
  - ❖ Mike- committee should send request and details to Mike for finance committee to consider

- Advocacy Committee--Cherie Garrett
  - ❖ Seal of Biliteracy- word needs to get out!
  - ❖ Webinar in September and session at PACIE and our PSMLA Conferences offered by Cherie.
  - ❖ Infographics sent to state language organizations
  - ❖ 3 schools before March,now up to 5 districts! Hoping to triple that by next spring
  - ❖ Estimated 450 students to earn seal from last spring
  - ❖ Peer Mentoring program to meet this Tuesday and at conference
  - ❖ Coffee hours still offered this year
  - ❖ At this fall conference,we want to distribute postcards with initiatives for attendees to send (by voting region.) Cost for postcards and postage for envelopes.
  - ❖ Wilma displayed a sample postcard. Looking for feedback. Christina recommended different format to make easier to read
  - ❖ Motion by committee to print postcards and pay postage for fall conference. APPROVED.
  - ❖ Volunteers needed for Seal of Biliteracy sub-committee Let Isabel or Cherie know, if interested.
- Publications Committee- Megan Flinchbaugh
  - ❖ Suggestion to change name to Communications Committee
  - ❖ Nate suggests purchase of stock photo package for \$99/year for PLF or website
  - ❖ Motion from committee to change name- withdrawn after discussion.
  - ❖ Mike- Bylaws require using 'Publications Committee'. We can change informally only. Sister confirmed.
  - ❖ Motion from committee to purchase \$99 package from StockPhotosSecrets.com- APPROVED
- Professional Development--John Grande
  - ❖ Peer Mentoring meeting via zoom Aug 30
  - ❖ Thanks to Rich, Cherie and Edith!
  - ❖ Messiah workshop first in-person event. Thanks to Mike. We gained 4 new members.
  - ❖ Philly contingent planning immersion day in March
  - ❖ Proposal of new position of 'Conference Coordinator' being discussed among officers as is redefining role of Ad Manager
- Membership--Debra Faszler-McMahon
  - ❖ We are down members compared to last few years, but this fall conference should help bring back members.
  - ❖ Committee motions to offer 'gift membership' and 'sponsored membership/option' on website- APPROVED
  - ❖ Discussion- Mike says the easiest way is to create a form on the

psmla website. Isabel- we can communicate with the webmaster to create. Cherie- is it per person or just an extra amount/round-up? Debra- just amount, could go towards mentoring program or specific regions to promote membership. Wilma- can we specify a specific person? Mike- yes, easy to do. Maybe it is more interesting to give a gift to a specific person (i.e. student teachers). Junko- agrees with gifting to specific person. Megan- suggests email blasts for mentor/cooperating teachers in spring to gift membership.

- ❖ Committee motions that any membership that renews or begins after April 1 will be credited for remaining months of current year as well as the following membership year. APPROVED
- ❖ Discussion- Wilma- it has been practice, we should formalize it.
- Nominations/Elections-- John Grande
  - ❖ Three seats available- Alba Amador, Jen Campbell, Lauren Fosnight, Sarah Thatcher, Olivia Grugan, Raquel Lodeiro on the slate
  - ❖ Ask John for more information, if needed.
  - ❖ Voting Sept 1-14th.
  - ❖ Congrats to our new Treasurer- Wilma Dunkle.
- Strategic Committee-- Michael Bogdan
  - ❖ Will receive email for feedback for goals established for mission statement..

### **Approval of the standing committee reports**

Motioned by: Isabel

No discussion. All approve

### **3:00 Conference & Regional Reports**

- Conference 2022 - Megan, Jen, Nate
  - ❖ See report
  - ❖ Please register!
  - ❖ Social events are filling up fast. Friday is  $\frac{2}{3}$  full and Saturday is  $\frac{1}{3}$  full already.
  - ❖ Early bird registration ends in a few days
  - ❖ Looking for session host volunteers

- ❖ 6:45am Saturday AM Exco breakfast please RSVP. Email will be sent by the conference committee.
- ❖ Looking for sponsorships, help if you can by reaching out to any contacts
- ❖ If you or your committee have a need at the conference, see the link in the conference report to register what you need.
- ❖ 5 presentations for each session. Two sessions (first two time slots on Friday) have been canceled, feel free to submit proposals.
- ❖ Mike- do we do our own hotel reservations? Megan will call the hotel to confirm what is easiest and will email us. Some have already booked hotel rooms. John- is there free parking? Hotel will validate parking for \$15/day for garage next door
- ❖ Silent auction still undecided.
- Conference 2023-- Silvina, Natalie
  - ❖ Rough draft of schedule created
  - ❖ Postcard ready to pass out at 2022 conference
  - ❖ Next meeting Sept 17 at Fallingwater to explore Pre-Conference Workshop in collaboration with Westmoreland Museum of American Art
- Conference 2024-- ACTFL
  - ❖ Will be in Philadelphia. Isabel will contact ACTFL now for info.
- Regional Reports
  - ❖ None

### **Approval of conference reports**

Motioned by: Isabel

No discussion. All approved

### **3:15--Old & New Business:**

- Seal of Biliteracy sub-committee volunteers
  - ❖ Please send email to Isabel or Cherie.
- Responsibilities, Procedures and Policies Document-Committee
  - Chairs please check that the document is up-to-date (John Grande)
  - ❖ To the committee chairs- please check the document in your area and send email to John any changes that need to be

made.

- ❖ Committee chairs please email changes voted on today to John.

Isabel Motioned for Adjournment all approved at 3:18 pm