

PSMLA Executive Council Meeting  
Saturday, April 25, 2020

**9:30**

The PSMLA Executive Council officers met separately to prepare for today's meeting.

Attendees: John Grande (Pres.), Megan Flinchbaugh (2<sup>nd</sup> VP), Isabelle Espino de Valdivia (1<sup>st</sup> VP), Mike Bogdan (Treas.), Jan Stewart (Sec.), Mina Levenson (Immediate Past Pres.)

**10 a.m. ExCo meeting via Zoom**

Attendees: Gabriela Appel, Karen Belcastro, Kathy Fegely, David Brightbill, Cherie Garrett, Silvina Orsatti, Michael Bogdan, Jennifer Campbell, Wilma Dunkle, Isabel Espino de Valdivia, Megan Flinchbaugh, John Grande, Mina Levenson, Melissa Moran, Janice Stewart, Junko Yamamoto, Sister Mary Helen Kashuba, Nathan Campbell, Christina Huhn, Susanne Nimmrichter

**Organizational Reports**

- President John Grande welcomed ExCo to the Zoom meeting, suggested that we continue the meeting without breaks and each attendee could take a break as needed. Votes were conducted via the chat box feature of Zoom.
  - Reports should include short summary if needed. Questions and Voting only.
  - Conference – a decision about the 2020 conference will be made by May 15.
- Approval of minutes (done via email)
- Secretary's report – Jan Stewart – PSMLA currently has 670 members. Report in folder.
- Treasurer's and Finance Committee report – Mike Bogdan
  - Review of Treasurer's Report - moved to accept by Kathy, seconded by Megan, motion carried
  - Request to curtail 2019 internal financial review - moved to accept by Mina, seconded by Cherie, motion carried
  - PSMLA has been approved as a non-profit but not yet for tax-exempt status.
  - Request for funding for President or designated officer to attend NECTFL in addition to NECTFL delegate (same funding as association delegate of \$800 plus regular registration after submission of report) - moved to accept by Kathy, seconded by Isabel, motion carried
    - Discussion – part of the rationale is that the most expensive piece is lodging and when 2 ExCo members of the same sex attend, they can share a room but when one man and one woman attend, we would need additional funding to pay for 2 separate rooms.
- Advertising Manager's report – Junko Yamamoto
  - Would like to refund the money for 2020 tables if the conference is postponed to 2021.
    - moved to accept by Mike, seconded by Kathy, motion carried
- Historian's report – Gabi Appel - Report in folder.
- ACT 48 – Brigitte (written) - Report in folder.
- Global Scholars – Jan Stewart and Karen Belcastro
  - The program continues to grow with 95 2020 Global Scholars as of today: Report in folder.
- PEP – Mina
  - Some concerns about the extensive process necessary for PEP recognition. This year there was a small number of submissions, however, last year was much larger. Mina will discuss with Thekla.
  - Megan asked if any schools might be willing to write testimonials about how PEP has benefited their school, program, students, etc.
- ACTFL – John will attend. Report in folder.
- JNCL – Kathy Fegely - Report in folder.
- NECTFL – Susanne Nimmrichter - Report in folder.
- PACIE – Sister Mary Helen Kashuba – No activity now as it is unclear if there will be a PACIE conference in the fall.

**Approval of the organizational reports** - moved to accept by Megan, seconded by Kathy, motion carried

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**10:45am Standing Committee Reports**

- Awards Committee – Karen Belcastro – 2020 Awards:
  - **Cemanahuac Scholarship:** Kelly Mullen (Carrick, Pittsburgh Public)
  - **Outstanding Post-Secondary Teacher:** Christina Huhn
  - **Frank Mulhern Award:** Nancy Zimmerman
  - **Teacher of the Year:** 2 candidates' names were submitted.
    - Discussion about the practice of interviewing the candidates and the need to establish a rubric to conduct interview. Will need to research ACTFL and NECTFL rubrics
    - The Awards Committee will come up with a plan to interview both candidates.
  - **Student Recognition Certificates:** We changed it this year due to the closing of schools and updated the information on the website to indicate that the certificates will be emailed and there will be no charge.
  - **Merit Award** – defer to conference committee to submit name who recommends Chestnut Hill College
    - Discussion to amend policy that an organization cannot receive this award a second time. Perhaps amend to not receive a second time in 10-year period. Upon further research, though this has been the practice, there is no stipulation as such in the by-laws or Procedures document.
  - **Outstanding K-12 Teacher** – no applicants this year. ExCo members should email Karen with any suggestions.
  - **If the conference is postponed this year,** will we give out two sets of teacher awards next year
- Advocacy Committee – Kathy Fegely
  - Two issues to discuss
    - 1. The committee discussed adding this language to the Advocacy section on the webpage: “Although Pennsylvania does not currently have World Language Standards, PSMLA encourages teachers to use the following resources in curriculum development, lesson planning, writing SLO’s, etc:
      - ACTFL World Readiness Standards for Learning Languages
      - Common European Framework for Language Learning, Teaching, Assessment, including the Can-Do Statements
      - NCSSFL-ACTFL Can-Do Statements
      - Proposed Pennsylvania State Standards from 2011.”Moved to accept by Isabel, seconded by Cherie, motion carried.
    - 2. We need clear cut goals as a committee and organization. Proposal:
      - The committee believes that is necessary to establish goals PSMLA hopes to achieve for world languages in our state. The committee feels that we should strongly encourage the Pennsylvania Department of Education to appoint a Supervisor for World Language Education. To best achieve a clear vision for World Language Education in the state of Pennsylvania, the committee would like the organization to provide some funding to send the committee to JNCL-NCLSS Advocacy Days in Washington, DC. The committee should then develop a vision for clear, achievable goals. The committee should also be maintained as a group for a minimum of two years to provide continuity to follow through with these goals.
      - The advocacy committee would like financial support from PSMLA for the members of the committee to attend JNCL-NCLSS Advocacy Day 2021 in Washington, DC.
        - Mina contributed that new participants' perspectives are valuable as is the need for experienced people who have already established networking and association with JNCL and other organizations in attendance.
        - Mike suggested that approving a set dollar amount and/or contact JNCL about creating some virtual conference.
      - Susanne suggested tabling this proposal until the August ExCo meeting with a more specific proposal.

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- Publications Committee – Cherie Garrett
  - Proposal: Appoint a Social Media Manager to post information to social media (i.e. Facebook, Instagram, Twitter) to make sure that all posts are consistent and current.
    - Discussion
      - The committee suggests using each platform slightly differently.
      - Christina, Silvina, and Jan currently work with these platforms and will get together to make recommendations on how to set this up.
      - Create a [socialmedia@psmla.org](mailto:socialmedia@psmla.org) email address to receive proposed posts.
      - Establish guidelines for what should/should not be posted.
    - moved to accept by Committee, motion carried
  - Adding a section to the report template so the web master knows what needs updated on the webpage
    - Discussion:
      - Susanne encourages everyone to send her information for the website to [webmaster@psmla.org](mailto:webmaster@psmla.org)
      - Susanne has also applied for a G Suite for Nonprofits so that all documents are owned by PSMLA rather than by the individuals (who post them and can therefore edit/delete them) as is the case on Google Drive. There are different levels of participation and it would have to be decided who can edit, delete, etc. uploads.
  - PLF – Christina Huhn and Nate Campbell
    - There are currently 3 submissions.
    - For the fall, there are 3 people who have volunteered to be “peer reviewers”.
- Professional Development - David Brightbill
  - The Committee moves to include this wording for the duties of the Professional Development Committee: The makeup of this committee has changed compared to the past. There are now representatives from immediate past, present, and future annual conference planning committees in this group as well as Junko who manages sponsors and exhibitors. The goal is to ensure consistency from year to year with the quality and organization of each conference. Other professional development efforts are organized at the regional level with regional teams.
    - Motion carried
  - Discussion:
    - In addition to the annual conference, other workshops are organized at the regional level.
    - In addition to the established workshops, the committee is working to expand workshops to other region, such as the north.
  - See report for Action Steps.
  - These proposed changes will need to be included in the Responsibilities and Procedures document, should be approved by ExCo and sent to the immediate past president to include in this document.
- Membership – Gabi Appel
  - Reminder letter has been sent in the past. We need to gather some data and see whether the effort and expenses are worth it and if they actually do influence renewals. We will, however, compose a renewal appeal to be posted on the PSMLA website, on Facebook, and Twitter.
  - Run a membership drive in Spring 2021 after factfinding about to whom we should send PR materials and what the PR materials should look like.
- Nominations/Elections – Mina Levenson
  - Please see the report.

**Approval of the standing committee reports** - moved to accept by Mike, seconded by John, motion carried

### 11:45 Conference & Regional Reports

- Conference 2019 - Mike, Susanne
  - No new business. Please see the report in the folder.

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- Conference 2020 - John, Sister, David
  - The decision as to whether to proceed with the 2020 Conference will be made in May.
  - In the meantime, all is in place and ready to implement should we move forward.
  - Junko is unsure how many exhibitors will come due to the current pandemic and lack of certainty about how safe it would be.
  - The hotel agrees that we could postpone to another date or push it back a year.
  - Current webpage: call for proposals form is still open and needs to be closed. More information is needed for the keynote speaker and pre-conference workshop.
  - Please see the report for more information.
- Conference 2021 - Megan, Jen, Nate
  - Please see the report.
  - If 2020 conference is moved to 2021, the hotel in Lancaster is willing to move to 2022.
- Regional Reports
  - Chestnut Hill had a successful workshop with approximately 45-50 participants.
    - Bonnie Adair-Hauck was the speaker.
    - It was morning only.
  - Messiah College (Mike and Rich's) workshop on Interculturality was cancelled due to COVID-19 and will be postponed until next year.
  - Christina: IUP Spring Methodology was cancelled for 2020. APPLES combined with PSMLA in 2019 and will meet soon about how to proceed this and next year.

**Approval of conference and regional reports** - moved to accept by Mina, seconded by Karen, motion carried

**12:30--New Business:**

- Gabi Appel:
  - The psmla.org email had been receiving too many spam messages. However, they have subsided.
  - 2<sup>nd</sup>: as Historian, it would be helpful to have a 2<sup>nd</sup> copy of reports for her to archive. Susanne suggests creating a link to do that.
- New Members
  - Should there be a mentor for each new member that touches base prior to the ExCo meeting?
  - Or an orientation session via Zoom or some other platform to so that new members understand the need to read committee reports, how to contribute to the meeting, parliamentary procedures, etc.
  - Nominations Committee had handled this in the past.
- John asked ExCo for feedback about today's virtual meeting
  - Would we consider meeting once per year virtually and the second time in person? A chat ensued that seemed to support this idea.
- Next meetings:
  - August
    - face-to-face unless current threat is still a concern.
    - Megan will send an email with dates for us to select from.
  - Conference – if held, will be our third ExCo meeting of the year.

**Adjournment** - Move to adjourn at 12:49 by Isabel, seconded by Jen, motion carried.

Respectfully submitted,  
Jan Stewart  
PSMLA Secretary