

**PSMLA Executive Council Meeting  
State College, PA  
September 13-14, 2008**

**Saturday September 13**

**8:30-9:45** – Executive Council officers met separately to prepare for the weekend.

**President's Welcome** – 10:04 am.

President Ellen Irish welcomed Council members and introductions were made.

The following members were absent: Cindy Dotto, Thekla Fall, Sister MaryHelen Kashuba, and Dave Kinman.

The following members were in attendance: Colette Ballew, Maryanne Boettjer, Bob Hall, Ellen Irish, Linda Kander, Pam Kolega, Mina Levenson, Frank Mulhern, Drew Richards, Phyllis R zodkiewicz, Nancy Smith, Thomasina White, Debbie Wills, Doug Wolfe, and Bonnie Youngs.

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

**Treasurer's Report** (D. Wills)

Debbie Wills had arranged for an external audit for PSMLA by First Security Insurance. The report, dated August 28, 2008, states that Debbie Wills and PSMLA conduct business in a detailed and diligent manner. The auditor did make a few suggestions to help protect the PSMLA treasurer: 1) All invoices should be approved for payment, in writing, by an officer of the organization and should not be the same person preparing the check; and 2) All bank statements should be reconciled by someone other than the person who prepares the checks. The report emphasized that these changes would elevate the level of "Checks and Balances" in the PSMLA accounting system. Debbie Wills and Ellen Irish will initiate this new system every few months. Council thanks Debbie Wills for arranging for the audit.

Debbie also presented the rest of her report with council examining the income and expenses. Council approved the report on a Youngs/Richards motion.

**Advertising Manager's Report** (R. Hall)

A detailed Advertising Management report, prepared by Bob and Denise Hall, was given to council members. The report detailed the number of Ads for the PSMLA 2008 Forum and for the 2008 Conference Brochure. It also showed the number of Exhibitors and Tables reserved at this time for the 2008 PSMLA Fall Conference. Bob explained that mergers of several companies have made a difference in the number of ads and tables for the fall conference. Everything is down this year but we know that with the conference over a month away, more ads will come in. Denise and Bob will continue to contact those regular exhibitors who have not yet responded. Council will help but we realize that the economy is a big factor. On a White/Boettjer motion, council voted to accept the Ad Manager's Report.

### **Committee Meetings** (10:30 – 11:30 am)

Committees met and reviewed the action plans that had been created at the spring meeting. They made revisions and revisited their goals. Reports from these committees were presented at a later time.

### **Organizational Representative Reports**

#### **ACTFL** (F. Mulhern)

ACTFL Connection is for members only. ACTFL will be in Philadelphia in 2012 and will partner with PSMLA. This is a win-win for both organizations. There will be PSMLA sessions, like last time. What a wonderful opportunity for our members to attend a national conference! Council approved the report on a Richards/Youngs motion.

#### **CCA** (D. Wills)

Debbie Willis informed council that Franklin Regional took first place in last year's competition. She explained to the new members that CCA hosts a marketing campaign to sell a product in a foreign country. Heinz did not participate last year. Bayer will continue to be a sponsor again this year. We are uncertain about Heinz at this time. The country and item have not yet been determined for this school year. (Pam has a report and can generate a list of all the international companies in PA.)

#### **JNCL**

Hopefully Thekla Fall will be able to attend this year.

#### **NECTFL**

Maryanne distributed information on the SANS, Inc./ Mead Leadership Program to council members. PSMLA members will be encouraged to apply for this fellowship.

#### **PaCIE**

Sister will represent us at PaCIE again this year. Members should contact Sister with anything they would like Sister to present at the PaCIE meeting. The PaCIE President Janet Haner was unable to attend the PSMLA meeting on Sunday morning.

#### **PDE** (P. Kolega)

Pam informed us that she was invited into the office of the assistant of the Secretary of Education. World languages will now be included in SAS (Standards Alignment System) on the PDE ED HUB. Though not approved, this is a step closer to including the World Language Standards document with the other already approved PA Academic Standards. Pam explained that it is still possible for FL to be part of the graduation requirement.

Pam explained that at least 20 Chinese teachers arrived and started teaching in schools in PA: Some via the College Board Program, some via the Confucius Institute/ Hanban and others via The Ministry of Education and Culture from Taipei, Taiwan. She explained that criteria need to be determined in the PA's Bureau of Teacher Certification for approval of Teacher Exchange or visiting Scholar Programs that would allow an exceptional case permit (instead of an Emergency Certification or Chinese Instructional I or II Certification). Those native Chinese speakers, though living here or visiting here, must have proper Visa (H-1B, J1) credentials and / or at least a Green (Resident) Card. She also told us that there are more schools that are adding FLES than are dropping their programs. On another note, only 8 of 12 FLAP grants (promised by the USDOE) were awarded last year.

A motion by Rzodkiewicz/Levenson gave approval of the Organizational Reports.

## **Standing Committee Reports**

### **Advocacy** (T. White)

Discussion centered on the role and purpose of this committee. Karl Girton resigned and Joseph Torsella was appointed. Since Mr. Torsella had done so much in Philadelphia and after the quote made by Governor Rendell, Thomasina White sent a letter in early September to Chairman Torsella, congratulating him on becoming the Chairman of the Pennsylvania State Board of Education. She hopes he will facilitate the need for our students to graduate with the skills they need to be successful in the global workforce upon high school graduation. She hopes there will be dialogue regarding languages for all students.

On a Rzodkiewicz/Wills motion, council voted to accept the report.

### **Awards** (PEP, Outstanding Senior, TOY-ACTFL, Merit)

The following awards will be presented at the PSMLA Fall Conference in Pittsburgh.

#### **K-12 Educator of the Year Award**

Isabel de Valdivia will be the recipient of this award. She will later go forth as the PSMLA nominee for Northeast Educator of the Year. Information needs to be sent to NECTFL by early January.

#### **Post-Secondary Educator of the Year Award**

Claire Bradin Siskin, will receive this award. She has done many workshops for PSMLA and is presenting this year in Pittsburgh.

#### **PSMLA Merit Award**

The recipient of this award will be the World Affairs Council of Pittsburgh. They work hard for K-12 teachers, providing scholarships and workshops in the target language for teachers and students. Council will ask Annie Prucey to accept the award on their behalf. Dr. Schuyler Foerester is the President of the World Affairs Council of Pittsburgh.

#### **PSMLA Service Award**

There will be two recipients of this award this year.

Kathleen Boykin and Marinne Renton will be honored for their years of service and dedication to PSMLA.

The motion carried on a Smith/Ballew motion.

## **PSMLA Conferences**

### **Conference 2008** (D. Wills and B. Youngs)

This year's conference will take place at the Radisson Hotel Greentree in Pittsburgh on October 17-18. A pre-conference SOPI Beginner Workshop will be held on Thursday, October 16. The keynote speaker for the conference will be Dana Barras Franco. The PSMLA Business Meeting will be held on Friday. The awards will be given out at that time. Conference attendees have been registering on-line as well as sending in their registration forms. Session titles and descriptions are available on the PSMLA website. Registration forms are starting to come in with more regularity now that school is back in session. Committees are working hard to finalize details for the program, meals, etc.

Council members were reminded to register for the conference at the presenter rate of \$85 for the two days.

**Conference 2009** (D. Wolfe)

The 2009 conference will take place in Gettysburg at the Eisenhower Hotel and Conference Center on October 15-17. Millersville University has agreed to co-sponsor the conference and will support the efforts in advertising. Doug Wolfe has formed committees and has representatives from various local schools on his local committee. The weekend of the conference is the weekend of the Apple Harvest. Room rates are \$89 per night.

**Conference 2010** (P. Rzodkiewicz)

In 2010, the conference will again be held at the Ambassador Banquet and Conference Center in Erie, PA on October 14-16, with October 14 being the day of the Pre-Conference workshop. Rooms are reserved at the Courtyard by Marriott and at the new Hilton Garden Inn. The Ambassador Conference Center has been newly remodeled. We will invite ESL teachers to be a part of our conference.

**Conference 2011**

The conference will be held in State College.

**Conference 2012**

Philadelphia will be the site of the 2012 conference where ACTFL will partner with PSMLA.

The conference reports passed on a motion by Boettjer/Kander.

**Finance** (M. Boettjer)

Council discussed the fact that credit card use is costing PSMLA approximately \$1,000 per year. Should a fee be charged for this service? A proposal was made: Effective January 2009, a \$2.00 processing fee will be charged for credit card transactions. Bob and Debbie will determine how best to make this change of adding a processing fee. The finance committee will work with Bob and Denise to develop a processing fee structure for credit card use to be in place for January 1.

The report passed on a Ballew/Rzodkiewicz motion.

**Membership** (P. Rzodkiewicz)

There are presently 634 individual members and 20 Institutional Members of PSMLA. We will gain more members as registrations continue to come in for this year's conference in Pittsburgh. Discussion centered on how to entice those who have not renewed since 2007 to come back to PSMLA. A motion was made to send a letter to the non-renewing members to renew their membership for 2009. These persons who did not renew for 08 will receive a renewal incentive: Join for \$30 for one year and \$55 for two years. The Membership Committee will work out the details. On a Youngs/Richards motion, council voted to accept the report and motion.

**Nominations/Elections**

The slate was prepared and a ballot was sent out over the list serv. Approximately 30 members did not receive a ballot because they do not have an email account. Letters will be sent to these person and all ballots will be counted. Council will learn the results of

the election and those elected will be invited to the Ex Co Breakfast at the fall conference where they can meet the rest of council.

The report passed on a motion by White/Kander.

### **Publications** (D. Wolfe)

Doug and Nancy explained that a bi-annual bulletin would be sent to all PSMLA members. Doug presented a preview of a flyer to be sent to all members. It contains information on this year's fall conference, the past Gov institute, save the dates, etc... Doug will have these printed and sent out within the next few weeks.

We discussed the need to select co-editors for the Forum. Rochelle Reitlinger has agreed to continue as co-editor. Doug will be provided with a timeline for putting together the Forum and will contact the colleagues in Hershey to see if they will help with the Forum. A point person will be appointed and then others will be found to work with her on the Forum.

The Assessment Guide needs to be updated. Thekla and Nancy will get together soon. We would like to have these updated and printed as soon as possible to have them available for requests.

The report carried on a Youngs/Levenson motion.

**Spring, 2009, PSMLA Ex Co Meeting** - The meeting will take place on March 21-22. The meeting will be held at the Courtyard by Marriott in State College. Council was very pleased with the accommodations at the Marriott and thanked Maryanne for her work and organization in arranging for the weekend.

**The meeting adjourned at 5:04 pm.**

### **Sunday, September 14**

The following were absent: Cindy Dotto, Thekla Fall, Sister MaryHelen Kashuba, Dave Kinman, Pam Kolega, and Debbie Wills.

The following Ex Co members were present: Colette Ballew, Maryanne Boettjer, Bob Hall, Ellen Irish, Linda Kander, Mina Levenson, Frank Mulhern, Drew Richards, Phyllis Rzodkiewicz, Nancy Smith, Thomasina White, Doug Wolfe, and Bonnie Youngs.

President Irish called the meeting to order at 8:40 am.

### **Parliamentarian – By-law changes** (F. Mulhern)

The By-laws committee worked on changes in the By-laws to reflect how we are currently conducting business. Frank sent out the proposed changes to Council and council approved these changes via e-mail. These changes will be sent out to the PSMLA membership via the list serv and then will voted on at the fall conference.

### **Website Manager** (B. Hall)

The website managers will change the prices on line to reflect the additional fee to cover the use of credit card payment. As previously mentioned in the Finance report, these changes will occur after January 1, 2009.

There will be a Members Only section on the website and a section for Ex Co members. Both of these will be password protected. The password will be changed periodically. We hope to have this section available before the spring meeting. Bob reminded council members to check the website to make sure everything is accurate.

### **ACT 48**

No one has approached Bonnie to put things in for Act 48. Bonnie will meet soon with Jan Stewart so she is prepared to input the hours for this meeting and for the fall conference.

### **Alerts**

Thekla Fall is still doing the alerts for PSMLA.

### **Regional Projects**

Ex Co Members met, by region, to discuss projects for their particular areas of the state.

#### **East**

Discussion centered on how to serve the membership and use our resources. They will offer a 2-day SOPI workshop this spring around March 1. This will be offered on a Friday-Saturday. The location will be determined once the date is finalized. They would like to offer this in French, German, and Spanish.

#### **West**

Slippery Rock had a workshop in the past for world language educators and a contest for students. Since they are not going to offer this opportunity this year, there was discussion about having a foreign language day. They will first speak with Deb Cohen at SRU about their plans. Could PSMLA reinstate something like this? This would resemble the CCA but on a different scale.

#### **Central**

Geography is the biggest challenge in central PA. They discussed a site that was a fair traveling distance, possibly somewhere around Chambersburg and Carlisle. They discussed a sharing workshop, a make and take workshop, etc. Every other year it could be a day for students with salsa lessons, etc. They discussed working through the IU.

#### **Northwest**

Allegheny University has applied for a Federal Grant to study the southern cone of South America, an under-studied area of South America. Part of the grant requires them to present a workshop on culture, food, holidays, dance, music, art and literature to k-12 Spanish teachers. This will be a one-day workshop for teachers.

Teachers at a workshop in Erie expressed an interest in a SOPI workshop. Phyllis will contact Bonnie Adair-Hauck about presenting a workshop in Erie for late summer or the fall of 09. This would be held on a Saturday (one day refresher) or a Friday-Saturday (if this is a two-day workshop) for those who have had no prior SOPI training. Phyllis will survey the teachers who are present at a Regional In-service offered through the IU in October. The PSMLA fall Conference for 2010 will be held in Erie.

### **Northeast**

There is much need for workshops in the northeast. Dave Kinman or another presenter will be asked to do a workshop there in the spring. Collette Ballew will coordinate the workshop in the northeast part of the state with assistance from other council members. They will also examine other possible offerings. They have some possible locations that would work well. We need to make sure we keep the cost of the workshop low to attract new members.

### **New Business**

We need to publish for our school districts what we do. We discussed the need to announce new council members and letting our districts know how hard we work for the organization.

There was a question about making the Pep Award valuable for 3 years. There will be further discussion on this topic with Thekla Fall.

On a motion by Rzodkiewicz/Ballew, council voted to allow Debbie Wills to purchase a MAC/PC portable printer to be used for this and future conferences and workshops. This would allow us to print badges for walk-in conference attendees and other important information.

Council was reminded that the Spring Ex Co meeting date is the March 21-22 at the Courtyard by Marriott in State College.

The meeting was adjourned at 10:38 am.

Minutes respectfully submitted by Phyllis Rzodkiewicz.