

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

**August 29-30, 2015**

**Saturday, August 29, 2015**

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

**President's Welcome and Introduction of New Members – 11:06 am**

President Jan Stewart welcomed Council members. The following members were in attendance: Mike Bogdan, Jean-Louis Dassier, Isabel Espino deValdivia, Kathy Fegely, Christina Huhn, Sister Mary Helen Kashuba, Mina Levenson, Rich Madel, Susanne Nimmrichter, Phyllis Rzodkiewicz, Jan Stewart, Daliang Wang, Thomasina White, Junko Yamamoto, and Nancy Zimmerman.

The following members were not in attendance: Beverly Buxareo and John Grande.

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

**Treasurer's Report** (M. Bogdan)

Council examined the Treasurer's report. Mike presented the balances. There was an external evaluation of the procedures for cash receipts and disbursements for the period ending December 31, 2014. There were no major discrepancies but made some suggestions for bookkeeping for the future: Receipts/documentation must be submitted with all requests for reimbursement or payment; Responsibilities should be divided between the treasurer and at least one other person, i.e. the president; large payments must be approved by the president; and W4 forms must be filed for everyone who receives an honorarium over \$600.

**Secretary's Report** (P. Rzodkiewicz)

Phyllis reported that we currently have 508 individual members and 29 Institutional members. Notification has been sent that a School Group Membership has replaced the Institutional Membership. Two School Group Memberships have already been received. Redeeming the Pep Vouchers is working out well. Two were used so far to update a membership and to pay toward the conference.

**Finance Report** (S. Nimmrichter)

The Finance Committee met via Skype two weeks ago. The meeting lasted a little over one hour. Based on the current bylaws, the committee proposed that the immediate past president and the secretary be considered as regular committee members of the Finance Committee. A revision to the bylaws will be presented and voted upon at the luncheon at the Business Meeting at our fall conference. The change is: the First Vice-President shall chair The Finance Committee. It shall consist of the chair, the president, the immediate past president, the treasurer, the secretary, and the Exhibits and Advertising manager. The president, if desired may appoint additional members.

It was a recommendation of the Finance Committee that we send a PSMLA delegate to JNCL every other year because the expense in Washington is a large expense. Mina will represent PSMLA at the meeting in 2016. PSMLA will purchase honors cords, certificates, and seals for the Global Scholars program. Schools participating in the Global Scholars program will purchase those items from PSMLA. This should be cost neutral.

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**Advertising Manager's Report** (J. Yamamoto)

The conference table sale is going well. Sponsors receive a free ad. The vendor dinner went well during the 2014 conference. It led to Houghton Mifflin Harcourt offering John DeMado as speaker for the 2015 conference. There is a great value in building relationships with vendors. Junko is trying to organize another vendor dinner for Friday evening during this year's conference. ExCo's presence is appreciated at this dinner. Harcourt may sponsor a keynote speaker for 2017.

The above reports were approved on a R zodkiewicz/Levenson motion.

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

Committees were asked to brief new members on their most recent action plans and establish a timeline for committee work. After presenting their report in the afternoon or Sunday morning, they were asked to place their reports in Google Docs.

**12:45-1:15 - Organizational Reports**

**ACT 48** (B. Storey)

**Teachers** have been receiving Act 48 hours upon receipt of impact statements. We will need to reapply with PDE next year for re-certification.

**ACTFL** (T. White)

ACTFL continues to update members on new programs and new successes in the study of World Languages throughout the United States via their email newsletter. Their annual conference this year will be held in San Diego, CA on November 20-22. This year's theme is: Inspire, Engage, Transform.

**Global Scholars** (J. Stewart)

Jan went to a meeting in Chicago with representatives from 12 states and organizations. There is a follow-up meeting in October at the Global Education Conference. We need to work with other organizations to help the public realize our importance. Five schools are currently registered to pilot the Global Scholars Program that is modeled after the Wisconsin model for the 2015-2016 school year. ExCo authorized the purchase of 100 Global Scholars honor cords (at \$5 each), 100 Global Scholars Certificates (\$2 each), and 100 Global Scholars seals (\$1 each) for an approximate total of \$800. This is not a money-making venture.

Jan sent a congratulatory email and later spoke with PA Secretary of Education, Pedro Rivera. He said he would like to develop a partnership with PSMLA. John sent Pedro Rivera an invitation to attend the Awards reception and wine and cheese reception in Philadelphia in October.

Members of the Global Scholars Committee are: Mike Bogdan, Mina Levenson, Phyllis R zodkiewicz, Jan Stewart, and Thomasina White.

**PEP** (M. Levenson)

The letter to the superintendents will be revised and sent out in early October 2015. All documents will be reviewed for accuracy. Indicator 10 will be amended to delete the "institutional membership" which has been replaced with the School Group Membership. Mina has been corresponding with Kathleen Shelton, World Language Education Specialist at the Ohio Dept. of Education. They are interested in implementing a program similar to PEP.

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**Historian Report** (N. Zimmerman)

Harrison Wick is now handling the archives at IUP. Beverly collects the hardcopies of all materials (programs, brochures, etc.) and Nancy keeps all reports, minutes, documents, etc. in a digital file on her computer. All of the paperwork that Beverly has should be taken to IUP.

On a Zimmerman/Fegely motion, council voted to accept the above reports.

**1:15-2:45 Working Lunch**

The following committees met over lunch: the 2015 Conference Committee (Philadelphia), the 2016 Conference Committee (Erie), and the 2017 Conference Committee (State College).

**2:45-3:15 -- Organizational Reports**

**JNCL** (M. Levenson)

JNCL is working diligently to influence legislation at the federal level with reasonable success, given the parameters. They continue to send legislative alerts and a myriad of information that is useful to language teachers at all levels of instruction. Mina will represent JNCL in Washington in 2016.

**NECTFL** (D. Wang)

The NECTFL conference 2016 will be at the New York Hilton Midtown on February 11-13, 2016. There will be two slots available for Best of PA 2014 and 2015. Presenters will receive free registration and \$200 per session. No changes will be made to SANS Inc./Mead Fellows and TOY. They will have a table at our conference.

**PaCIE** (Sister Kashuba)

The theme of the 2015 PaCIE conference is Building Global Competence in International Education. The theme embodies their mission: to build and strengthen connections and collaborations among and between educational institutional, governmental bodies, businesses, and non-profit organizations throughout Pennsylvania. Jan and Sister will present at the poster session on Friday about the PSMLA Global Scholars Program.

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

They are all set! The 2015 Steering Committee has met almost monthly since January and has met with the local committee. They have discussed all of the logistics regarding the conference. Junko has worked with them to find sponsorship for events, etc. Pre-conference and program details are being worked out. Sister Mary Helen is in charge of the name badges. Rich is collecting items for the Silent Auction. The expenses for conferences are increasing. One thing that is very costly is the price of AV supplies. The committee has done an excellent job to cover all the important areas of the 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 keynote speaker will be Carol Pifer from MCRC (the Multicultural Resource Center). A letter will be sent this month to schools and language teachers in the Erie County area to let them know that the conference will be in Erie in 2016 so they can budget with their schools for next year. The committee is

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working on possibilities for the Pre-conference. Phyllis met with Darrell Thorpe, head of the Diversity Division at Erie Insurance to see if they would work with us on the conference in some way. The committee is considering two-hour theme sessions on Friday of the conference.

**Conference 2017 – State College** (Ex Co will be involved)

The conference will be back in State College in 2017. When it is held in State College, ExCo takes an active role.

On a Levenson/DeValdivia motion, council accepted the above reports.

**3:15-4:00 Committee meetings: Membership, Professional Development, and Publications**

Committees were asked to brief new members on their most recent action plans and establish a timeline for committee work. After presenting their report in the afternoon or Sunday morning, they were asked to place their reports in Google Docs.

**4:00-5:00 Standing Committee reports based on earlier meetings and e-mailed documents.**

**Awards** (K. Fegely for J. Grande)

We began to update the Awards on the PSMLA website. A rubric assessment has been created to use when selecting the Outstanding Senior awards. The committee will work on a specific rubric to evaluate those being considered for Teacher Awards. Changes have already been sent to Ron for updates on the website. There is still more work to do on the website.

**Advocacy** (N. Zimmerman)

Jan spoke with PA Secretary of Education, Pedro Rivera. She congratulated him on his position, explained about the Global Scholars Program, Pep Awards, etc. The committee will draft a letter, and work with Jan, to send to Pedro Rivera to address our concerns and emphasize our request for a World Language Advisor at PDE to give us a voice and equity.

The Advocacy section of the website needs an update. The committee will work on this section and in the meantime, the Advocacy site will state “Under Construction.” There will be a link to the JNCL newsletter, to the World-readiness Standards., and more. Rich has agreed to maintain the twitter account a minimum of once per week. Rich is going to do a trial run with Instagram at the fall conference in Philadelphia. There was also discussion about the need to have sample letters on the website which teachers can use to request more support for world languages from our congressmen and senators to help with advocacy in their districts.

**Nominations/Elections** (I. De Valdivia)

Isabel has prepared the Bios and List of Candidates running for ExCo. Ron has this information and will again use Election Buddy for this year’s election. The election will be held the beginning of September.

The committee examined the website and created a new webpage template. They decided it should be titled Governance and should have a menu on the side that would allow the viewer to click on a specific item such as: committees, executive council members, etc.

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### **Membership** (I. de Valdivia)

The committee looked at the website and provided the necessary changes for the update. Once the “Benefits” tab is created on the new site, the committee will send information to populate the page, as well as a PDF of the membership brochure. There will be a link to the membership brochure on the website. This brochure will also be on there as a PDF.

The committee recommends to not have an increase in membership rates for next year and to use the listserv, in addition to mailing printed letters to all members. The letter will provide a list of upcoming conference dates, information about the Global Scholars Program, information on the School Group Membership, and more. There will also be a request to update contact information for those whose membership is current. The letters will be mailed the first week in November.

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### **Professional Development** (N. Zimmerman and D. Wang)

The committee is working on specific plans for the re-designed website to advertise workshops, including the workshop schedule, topic descriptions, information on presenters, a link for a workshop request, and fee information. The fee schedule will be determined with the help of the finance committee.

Jan wrote a draft asking people to send us opportunities for professional development. A template will be used to supply the necessary information such as contact information. There is a need for consistent formatting and spacing throughout. They would like the font to be Tahoma.

### **Publications** (C. Huhn)

The Forum will stay hybrid this year. The Forum will be mailed in September. Three articles will be available on line and the other articles will appear in print copy.

The committee spent much time looking at the website and making suggestions for the new design. They would like one font (Tahoma) to be used. There should be no *italics*.

They wrote what should appear on the front page of the new website: PSMLA is a non-profit professional organization dedicated to the teaching and learning of languages and cultures from kindergarten through university levels. We hope that teachers, students, parents, and community members find this a useful reference for information related to world language education in the state of Pennsylvania.

There was much discussion about where information should be placed on the newly designed website. This information was sent to Ron.

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

### **Spring Meeting, 2016**

The spring meeting will be held at the Penn Stater in State College on April 2-3 or 9-10, 2016. Mina will let us know which date once the dates are confirmed.

On a Fegely/Zimmerman motion, the meeting for Saturday was adjourned at 5:43 pm.

### **Sunday, August 30, 2015**

**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 2015-2016.**

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At 9:16 am, President Stewart welcomed back Council members. The following members were in attendance: Mike Bogdan, Jean-Louis Dassier, Isabel Espino deValdivia, Kathy Fegely, Christina Huhn, Sister Mary Helen Kashuba, Mina Levenson, Rich Madel, Susanne Nimmrichter, Phyllis Rzodkiewicz, Jan Stewart, Daliang Wang, Thomasina White, Junko Yamamoto, and Nancy Zimmerman.

The following members were not in attendance: Beverly Buxareo and John Grande.

**Professional Development and Regional Projects**

**Southwest**

The APPLES collaborative will host a professional development day on September 26 at IUP. They will team with PSMLA to offer Act 48 credits. They did a survey and found that teachers would like professional development on building target language use in the classroom. The day will be a mini-immersion day. There will be a business meeting over lunch.

**Central**

There was discussion about offering a workshop in the spring, possibly in March or April. They are considering a mini-immersion day.

**Southeast**

The committee is busy with the conference. There will be planning for a possible workshop after the conclusion of this year's conference. Some possible topics include: Performance based activities and SLOs.

**9:30-11:00 Website development with Ron via Skype**

It was decided that all essential changes to the website should be made now. Things that can wait will be done at a later time. We are hoping that the new website will "Go Live" at the fall conference.

The various PSMLA committees have placed their recommended changes for the website in the Google Drive in the PSMLA folder. Ron will work on these changes with the conference chairs. There are suggestions on the design and on formatting that will be consistent throughout each page of the website.

It was suggested to Ron that they use the JNCL website ([languagepolicy.org](http://languagepolicy.org)) or the ACTFL site as a guide for our new site. There was discussion as to how members will receive their user name and password. It was recommended that Ron be at the next meeting so he can be a part of the website discussion.

**11:00-12:00 New Business - Possible IPA or SOPI Workshop**

Bonnie Adair-Hauck received a grant and can do an IPA or a SOPI workshop. It was recommended that she not do this in the fall of 2016 so as not to be in conflict with the fall 2016 conference to be held in Erie. Jan and Phyllis will work with Bonnie to see if we can work something out for a pre-conference workshop in Erie.

On a Rzodkiewicz/Fegely motion, the meeting was adjourned at 11:12 am.

Respectfully submitted,

Phyllis Rzodkiewicz

PSMLA Secretary