

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

**August 27-28, 2016**

**Saturday, August 27, 2016**

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

**President's Welcome and Introduction of New Members** – 11:12 am

President Susanne Nimmrichter welcomed Council members. The following members were in attendance: Mike Bogdan, David Brightbill, Jean-Louis Dassier, Isabel Espino de Valdivia, Kathy Fegely, John Grande, Sister Mary Helen Kashuba, Rich Madel, Susanne Nimmrichter, Phyllis Rzodkiewicz, Abigayle Shin, Jan Stewart, Junko Yamamoto, and Nancy Zimmerman.

The following members were not in attendance: Michelle Kindt and Mina Levenson.

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

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

Phyllis reported that we currently have 656 individual members. There are many members whose membership expires this year in December. Council was shown a spreadsheet that details how the PEP Vouchers have been redeemed so far. Thekla and Mina have sent a notice to PEP schools reminding them to redeem their vouchers.

**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. We have extra money in our account right now because we have not yet paid for the printing of the Pennsylvania Language Forum and we have not begun to pay the many expenses from the conference. The expense voucher for reps has been changed to reflect a flat rate, not to exceed \$800. The travel expense voucher has been updated to allow a flat rate of \$.40 per mile and a meal allowance of \$10/\$15/\$20. There is a Workshop Budget Form on the website to use when requesting a vote on a budget for a specific workshop. This should also be used as a follow-up to the workshop to see historical information.

**Finance Report** (M. Bogdan for M. Levenson)

The Finance Committee met via Skype a week ago. The Finance Committee has recommended a reduction in the price for the outside back cover of the conference brochure from \$500 to \$300 since this page has not sold for four years. Mike Bogdan is working with John Carlino from NECTFL to review our current bylaws so that we can pursue applying for non-profit corporation classification under IRS Code Section 501c(3). A new refund policy is being examined, and once approved, will be placed on the website.

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

Junko explained there was \$800 in sales of ads for the PLF (Pennsylvania Language Forum) this year. Junko has been working hard to secure ads and tables for this year's conference. She gave an update on the number of tables sold for the Erie conference and for the ads for the conference brochure to this point. Junko will work with the 2017 conference committee to determine the price per table for the Harrisburg/Hershey conference.

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

**Historian's Report** (N. Zimmerman)

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. Jan provided the link the Table of Contents where the hard copy of items are stored:

<http://libs0500.library.iup.edu/depts/speccol/All%20Finding%20Aids/Finding%20aids/MG%20or%20Col/MG118PSMLA.pdf> . We will use this information as we approach the 100<sup>th</sup> year of PSMLA.

**Pennsylvania Language Forum** (M. Flinchbaugh)

Megan is using a printer in Lancaster to do the layout of the PLF and to design a permanent cover. Megan is proofing the PLF at this time and adding a few items to the couple blank pages at the end. She will be creating a PLF Mission Statement. Megan would like to have an Editorial Board for the PLF. She would like to have two people serve as members from the membership. The PLF is not a full peer-review journal, but having the Editorial Board may help to make it more professional and to bring in more submissions. Lesson plans will be placed in professional development in the members-only section of the website. Many attachments will be available on-line so people can make adjustments and use them.

**Mailing Manager's Report** (D. Brightbill)

David explained to council that the new process is more involved than just forwarding emails to the members. After receiving three or four entries, David sends out a new edition of the PSMLA News. The frequency depends on the number of messages he receives. Council members like the "look" of the new "PSMLA News" and they agree it is professional and consistent.

**Website** (S. Nimmrichter)

Susanne had members of council log on and then she led council members through the website. Council learned where to find things and examined various areas of the new site.

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

**12:30-1:15 - 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.

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

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

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

**ACT 48** (B. Storey)

Brigitte reported the hours submitted since our last council meeting. The hours were submitted only after teachers had completed the online evaluation form within two weeks after the event. Brigitte submitted the provider application which was rejected by PDE. This seems to be normal practice. Brigitte and Jan are

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

working on the assessment portion of the application. Jan, Mike, and Phyllis offered to help Brigitte with the 6 standards that need to be addressed. The assessment of the participant is the difficult part of the application.

**ACTFL** (J. Stewart and S. Nimmrichter)

Sister Mary Helen Kashuba represented PSMLA at ACTFL last year. Both Susanne and Jan are going to ACTFL this year and will represent PSMLA at the Delegate Assembly.

**CCA**

Act 48 credit was provided to four PSMLA members in the spring.

**Global Scholars** (J. Stewart)

Some of the criteria were changed to reflect school population, just as we do with the PEP applications. Pedro Rivera sent a personal letter of congratulations to each of the three PSMLA Global Scholars this summer at the end of our pilot year. Jan had been in contact with Pedro Rivera and his office to keep them current on the Global Scholars Program. Jan and Sister Mary Helen have done presentations across the state to promote this new program. This new program has been very successful with many schools already registered.

**PEP** (M. Levenson)

Thekla sent out a letter to PEP awardees, delineating the use of the vouchers and encouraging them to attend the Fall Conference in Erie. The PEP rubric and indicators were reviewed and refined/clarified. The PEP vouchers may only be used by PSMLA members. Members from the Pittsburgh area will meet in October to send out letters to superintendents and principals to encourage their schools to apply for the PEP award.

Council approved the above reports on a Nimmrichter/Grande motion.

**2:45-3:30 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.

**3:40--4:00 Organizational Reports**

**JNCL** (M. Levenson)

Lobbying efforts were successful in maintaining funding levels for many Fulbright programs, rather than the cuts that were proposed. Efforts are ongoing to impact Congressional funding. Sister will no longer represent AATF at JNCL. Mina will continue to go every other year.

**NECTFL** (K. Fegely)

The Northeast Conference on the Teaching of Foreign Languages will be held February 9-11, 2017 at the New York Hilton Midtown. Conference registration and hotel registration are not yet available. We need to submit the 2016 Best of State winners as soon as possible after our fall conference to ensure that they are included in the NECTFL program. The information must be received by the end of November. These session participants will receive up to two gratis registrations, if there are co-presenters, and a stipend of \$200. The NECTFL Mead Fellow Program application has been updated and posted to the website. Applications are to be submitted

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

through PSMLA no later than November 15. The NECTFL Teacher of the Year selection process will be the same as last year. The deadline to receive application packets is January 5. NECTFL awards (Freeman Award, Brooks Award, and the Dodge Award) are open for nominations. One must be a member of the NECTFL Advisory Council to make a nomination for one of these awards.

**PaCIE** (Sister Kashuba)

The theme of the 2016 PaCIE Conference is Building Bridges in Global Education which embodies a significant part of PaCIE's mission: to build and strengthen connections and collaborations among and between educational institutions, governmental bodies, businesses, and non-profit organizations throughout Pennsylvania. Sister will attend and present the annual report from PSMLA at the evening meeting on October 6. During the past few months, PSMLA and PaCIE have worked together on plans to hold the 2017 conference together at the Holiday Inn Harrisburg-Hershey.

**Conference 2016—Erie** (P. Rzodkiewicz)

The conference will be held at the Ambassador Banquet and Conference Center in Erie on October 13-15, 2016. 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. The luncheon keynote speakers have been arranged: Carol Brigham from MCRC on Friday and Kelly Armor from the Erie Art Museum on Saturday. The recipients of the awards have been selected. This year's winners are: Dr. Alice Edwards as Post-secondary Educator of the Year, Mr. Bob Hall as k-12 Secondary Educator of the Year, Multicultural Resource Community Center (MCRC) for a Merit Award, and the Carnegie Library for a Merit Award. The Conference Schedule is available on the website. Items have been gathered for the Language Lotto and for the Silent Auction. Silvina Orsatti and her helpers will be doing a "walkthrough" tech demo at the conference in the Exhibit Hall at high-top tables. The PSMLA Technology Playground asks attendees to come play and learn technology with instructors experienced in tools and apps for foreign language teaching and learning. They will demonstrate P, S, M, L, and A tools for the language classroom and for professional development. More information will be in the conference brochure and on the website. The committee has worked hard to prepare for this year's conference.

**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. ExCo approved a partnership with PaCIE for the 2017 conference. Jan and Mike are confident that this partnership will pool resources, help with cost sharing, and increase total attendance. The tentative title for the conference is: "Capitol"izing on Languages and Global Education. The theme of the conference will be advocacy, given the proximity to Harrisburg. They have many creative ideas for the preconference. The committee is working to secure a keynote speaker. The committee plans to invite PA Secretary of Education Pedro Rivera to the conference. There are also some ideas to invite politicians from Harrisburg for a panel discussion and/or to the reception.

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

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

Isabel and Mina are currently looking for a site for 2018 that can accommodate our audience. They will report back to Council. They will have a formal meeting with their committee after they secure a location for the conference.

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

**Conference 2019**

This will be the 100<sup>th</sup> Anniversary of PSMLA and the conference will be held in State College at the Penn Stater. We need to secure a contract for the conference. We hope to have a historical display of PMSLA at the conference and on the website as the event gets closer.

**4:00 – 5:00 Standing Committee Reports**

**Advocacy** ( J. L. Dassier)

The PSMLA Advocacy Webpage is dedicated to promoting language education in the Commonwealth of Pennsylvania. The hope is to share ideas and resources to promote the cause of making it possible for each student in Pennsylvania to become proficient in more than one language. They will be posting items about Advocacy on Twitter and on Facebook. The Advocacy Committee will become very busy with the theme of Advocacy for the 2017 PSMLA Fall Conference.

**Nominations/Elections** (N. Zimmerman)

There were 6 candidates who had agreed to run for Council in September. Two of the six dropped out of the election due to work conflicts. The election will run from September 1 through September 15. The four candidates who will be on the ballot are: Jean Copeland (J.R. Masterman Lab/Demo School), Keith Corbitt (West Chester University), Isabel Espino de Valdivia (Allderdice), and Christina Huhn (Indiana University of PA). There was some discussion of having a student representative on ExCo.

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

**Spring Meeting, 2017**

The spring meeting will be held at the Penn Stater in State College on April 22-23, 2017. John will make arrangements with the hotel. After the meeting, the dates for the spring meeting were changed to April 29-30 due to unavailability at the hotel for the dates that had been selected.

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 9:04 am, President Susanne Nimmrichter welcomed Council members. The following members were in attendance: Mike Bogdan, David Brightbill, Jean-Louis Dassier, Isabel Espino de Valdivia, Kathy Fegely, John Grande, Sister Mary Helen Kashuba, Rich Madel, Susanne Nimmrichter, Phyllis Rzodkiewicz, Abigayle Shin, Jan Stewart, Junko Yamamoto, and Nancy Zimmerman.

The following members were not in attendance: Michelle Kindt and Mina Levenson.

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

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

**Awards** (K. Fegely)

John Grande had the plaques made for the recipients of the awards to be presented at the conference in October. He brought these to the meeting and gave them to Phyllis so she has them for the conference. John has agreed to continue to take care of having the plaques done. Thank you, John.

The Awards Committee selected the recipient of the Cemanahuac Award. After that, it was discovered that another candidate had applied and had mailed her application to an incorrect address. Kathy apologized and encouraged her to apply again next year. There was discussion on the need to encourage more people to apply for the MEAD Fellowship Program.

Kathy distributed to council a proposal for a new PSMLA award for 2017. This would be for a TOY candidate that would reflect the priorities for selection by NECTFL and by ACTFL. In putting together the proposal, the committee looked at the criteria that had been established by the above organizations. For someone to be considered, they need to score a minimum of 15 points on the grading rubric and not receive a score of zero on their rubric to be considered. The new PSMLA award will be announced at the conference. The final approval of the TOY and the outstanding teachers will be done digitally. In case of a tie, the Awards Committee will determine the winner after the interview. A pool of questions for the interview will be created. These will not be available to the candidates before the interview. Each year, the interview questions will change. When the chosen candidate for ToY is selected, we will pay for the lunch of one guest if the award is given out during the luncheon at the conference.

The Awards Committee worked on the rubrics for the PSMLA Outstanding Educator of the Year awards. There was a lengthy discussion on these awards. The Executive Council recommended a minor adaptation in the criteria considered to read as follows: Significant contribution to the profession, Minimum ten years teaching, supervisory and/or administrative experience, Membership for three current consecutive years in PSMLA, Active involvement in at least one other foreign language association is highly recommended, Recipient receive a plaque at the Fall Conference, and Candidates may be selected from the region where the conference is held. Current Executive Council members are not eligible for this award. The Awards committee will continue to work on the rubrics and present their proposal to the Board for further discussion. At the fall conference, Kathy will explain about the new ToY Award.

**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. The committee proposed a special membership deal: purchase or renew a 3-year membership for \$95. This offer will start as soon as it can be announced and will expire on January 31, 2017.

**Professional Development** (R. Madel)

Rich explained that we could add non-PSMLA events for world language teachers on our calendar. Rich also explained his interest in surveying the membership to investigate professional development needs and the

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

willingness of the members to participate in a series of Webinars, based on geographical location throughout the state. Rich will continue to investigate different services that we can use to offer the Webinars. There was some discussion to ask some of the presenters from the fall conference to offer their session as a possible webinar. Only PSMLA members would be eligible to participate in the webinars if we participate in a trial basis for the webinars. Some of the service providers provide support and tutorials. Do we pay those that give the webinar? The Professional Development committee will work out the details and will also speak with NECTFL to see which provider they used for their webinars. On a Madel/Huhn motion, council approved sending a survey to members and non-members. David will send this out with an explanation and a link to the survey.

**Publications** (C. Huhn)

The Publications Committee is working on fine-tuning the areas of membership and other areas of the website. They are working on the Members Only section of the website. It was decided that the Forum materials would be available only for members but that there would be “teasers” for everyone. The Table of Contents and Letter to the Editor are already on the website. Guidelines will be developed for sending group emails through Yahoo Groups. Susanne will look at the Yahoo Group and remove some people that are still receiving email that are no longer on Executive Council. Christina will continue as liaison with the Webpage and she will create the PSMLA Fall Newsletter again this year. Council will ask Megan to develop a Mission for the Pennsylvania Language Forum (PLF). A document will be developed for new PSMLA ExCo members to explain their duties, where things are kept, etc.

**Possible Regional Projects**

**Southeast**

The committee will work with MLAPV on a follow-up to the IPA workshop. MLAPV has organized this workshop. We need to clarify this on the website and differentiate between sponsorships and a PSMLA organized event. The organizer of the event should be very clear. We have asked the Philadelphia group to take leadership in organizing an event for the future.

**Central**

The committee felt their last workshop was very successful and explained their next workshop will be held in the spring and will focus on reading skills.

**Southwest**

The Pittsburgh area is working to have a “Cooking Around the World” workshop. The venue will be determined.

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

**Website Development with Ron DelPorto (via Skype)**

**Website Manager’s Report** (R. DelPorto)

Susanne asked Ron to rebuild the ExCo page on the website. Various things will be sent to Ron, via Christina, for updates and changes to the website. David is still having difficulty with the menu bar for the News Updates Page. Ron will work directly with David to help facilitate the edits for David. We need to differentiate current members from past members whose membership has lapsed. We need a “Members Only” page on the new website. Susanne will work with Ron to develop these pages. Ron will work with Antoine to fix the problem with incorrect pictures on the login page. The committees will send any changes that will need to be made after the committees met this weekend. Those changes will, again, be filtered through Christina.

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

**Spring Meeting 2017**

The spring meeting will be held at the Penn Stater in State College on April 22-23, 2017. John will make arrangements with the hotel. After the meeting, the dates for the spring meeting were changed to April 29-30 due to unavailability at the hotel for the dates that had been selected.

On a Rzodkiewicz/Grande motion, the meeting was adjourned at 12:10 pm.

Respectfully submitted,

Phyllis Rzodkiewicz

PSMLA Secretary