

PSMLA Executive Council Meeting Agenda
State College, PA
March 31 – April 1, 2012

Saturday, August 27, 2011

8:15-9:15 – The PSMLA Executive and Finance committees met separately to prepare for the weekend: Maryanne Boettjer, Bob Hall, Susanne Nimmrichter, Phyllis Rzodkiewicz, Jan Stewart, Thomasina White, and Debbie Wills.

President's Welcome - 9:45 am

President White welcomed Council members. The following members were in attendance: Ron DelPorto, Robert Hall, Mina Levenson, Susanne Nimmrichter, Natalie Puhala, Rochele Reitlinger, José Ricardo-Osorio, Phyllis Rzodkiewicz, Jan Stewart, Thomasina White, Debbie Wills, and Nancy Zimmerman.

The following members were absent: Adam Bailey, Beverly Buxareo, Sister Mary Helen Kashuba, and Katie Pohl.

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

Treasurer's Report (D. Wills)

Debbie handed out two reports: one from the fall conference in State College and her regular report. There was a major loss from the fall conference for a variety of reasons. We had known that we would have a loss because we had set the fees low enough to entice new members from that part of the state. There was some discussion on how we might offset some of the money that was lost by the low registration amount for students. Debbie also pointed out that during the months of September and October 2011, PSMLA had experienced some major expenses: the conference, the Assessment Guide and mailings, dues for JNCL. Council voted to allow Kyle from PNC Bank to help us make the decision on the CDs.

The Treasurer's Report was approved on a Rzodkiewicz, Levenson motion.

Secretary's Report (P. Rzodkiewicz)

Phyllis reported that we currently have 483 members and 17 Institutional members. This is average for the spring meeting. Council examined the rates for ACTFL for the fall. The member rate is \$180 and the non-member rate is \$275. Therefore it is definitely worthwhile for teachers in Pennsylvania to join PSMLA and pay the member rate for ACTFL.

The report was approved on a Ricardo-Osorio/Wills motion.

Advertising Manager's Report (R. Hall)

Bob presented his detailed report. He explained that the number of ads for the Forum was down even though Bob sent out individual letters and mass e-mails. This is partly due to mergers in companies. It was suggested that Bob contact MOTIVOS to see if they would be interested in advertising with PSMLA. There was also some discussion about the possibility of asking publishers to help subsidize student attendees at the conference.

It was also recommended that Bob contact Mike Elchik, the contact for an organization that will be piloted this spring or summer.

On a Boettjer/Ricardo-Osorio motion, the report was approved.

I need more explanation here on Mike Elchik. Can someone please help??

Website Manager's Report (R. DelPorto)

Ron explained that the committees need to be more proactive in getting things to him and to let him know when it is appropriate to remove things from the website. Ron explained that Partnership Erie can now let Ron and PSMLA know how many hits we have had on our website. As of March 8, we had 420 visits on the website through March 27. There were 300 individual/separate visits. Ron will be able to track this information in the future.

Council voted to accept the report on a Levenson/Ricardo-Osorio motion.

10:00-11:00 – Committee meetings: Advocacy, Publications, and Awards

New members were briefed on the most recent action plans. Committees discussed and reviewed their goals for any needed revisions. Committees were asked to visit the website and communicate any changes and updates to Ron. Committees were asked to forward a copy of their report to Phyllis for the minutes.

11:10-12:00 -- Reports from morning Committee meetings: Membership, Nominations/Elections, and Professional Development.

12:00 – 12:30 – Organizational Representative Reports

Act 48 (S. Nimmrichter)

Susanne reported that the data from the fall conference, from workshops, and from Silvina Orsatti's course had been entered onto the PDE website. There were some questions and discussion about how to keep track of the hours for ACTFL.

ACTFL (T. White)

Thomasina reported that she has been in constant contact with ACTFL. This year, our fall conference will be held in conjunction with the ACTFL Convention and Expo. PSMLA will have 13 sessions (4 on Friday, 6 on Saturday, and 3 on Sunday) and a 14th session that will be our business meeting and awards ceremony. She reported that June Phillips has agreed to do our PSMLA workshop (Testing as We Teach—on standards and assessment practices) on Sunday from 8-11am. Thomasina explained that we need a total of 32 workshop monitors for Thursday morning and afternoon and 6 greeters for Friday. Bob will have time to network at the conference. PSMLA will have a 10' x 10' complimentary booth. PSMLA will receive a small reimbursement for up to 500 registrants.

CCA (D. Wills)

Debbie explained to Council that usually 12-13 schools participate in the competition. This year's competition will be held on May 1 this year. The theme for this year is: All

in One Rose and Flower Care in Brazil. Debbie explained that there would be a videoconference at Pitt with mentors from the International Business Department with speakers from Brazil.

PDE

Pam is no longer the world language advisor at PDE. Right now Pam is out on medical leave. At this point we no longer have a rep for PSMLA. A letter will be sent to PDE.

12:30 – 2:00 Working Lunch

- 2012 PSMLA/ACTFL Conference Committee meets to review the timeline and prioritize upcoming events
- 2013 Conference Committee meets

2:15 – 3:30 – Complete Organizational Reports and begin the Standing Committee reports based on morning meetings and reports that had been e-mailed

JNCL (M. Levenson)

Mina reported that Advocacy is moving in three different levels. At the national level, JNCL meets in May from Sunday through Tuesday. FLAP has been canceled but they are trying to have it reinstated for 2013. Mina is constantly keeping council members aware of what is going on with JNCL. Marty Abbott has been named Executive Director of ACTFL.

NECTFL (N. Puhala)

Natalie explained that Daliang Wang was contacted regarding his Chinese educator pilot project. His name and project were forwarded to NECTFL and he has been selected as one of the four Mead applicants. Natalie also reported that Shelly Campbell and Kathy Beck were chosen as Best of PA and will represent PSMLA. Two scholarships were given for members (Jean Mercier and Katie Chow) to attend the ACTFL OPI and NECTFL. She also explained to council that PSMLA contributed to a basket for the silent auction. We purchased a \$100 Marriott gift card.

PaCIE (Sister Kashuba)

Report was sent to council via e-mail after the PaCIE Conference.
Council on a Rzodkiewicz/Junko motion approved the above reports.

Conference 2011 – Penn State

Attendance was much higher than the last time the conference was held in State College. There were 133 in attendance on Friday and 151 in attendance on Saturday. Gabi and CALPER were wonderful, providing help at registration and other areas where there was a need. We did lose approximately \$2900 just subsidizing students. We absorbed over \$80 per day on each student. By having the conference in State College, we brought in a total of 70 new members. 37 of those new members purchased a regular full membership while 33 purchased a student membership. The conference sessions were great, as was the facility. We felt the conference was a great success.

Conference 2012 – ACTFL in Philadelphia

There was discussion as to whether to have a silent auction or language lotto this year. It was decided that every council member is charged with getting at least one gift card donated or to purchase one to put on a wreath or tree which will be located at the PSMLA table at ACTFL in the fall. Council members are asked to bring the gift card to the fall meeting.

Conference 2013 – Pittsburgh

Debbie reported that the 2013 PSMLA conference would be held on October 17-19 at the Doubletree in Greentree in Pittsburgh. The theme is: Get the Point – Languages are Bridges to the World. Silvina Orsatti will present the pre-conference on Thursday using the latest technology at the time. Debbie explained that when we reserve the rooms, PSMLA is responsible for all those rooms. We do have free meeting space. The room rate is \$109.

Conference 2014 – Penn State

On a Rzodkiewicz/Reitlinger motion, council approved to have the 2014 conference back in State College.

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

3:45 – 4:45 – Continuation of Reports

Awards

Frank had selected the recipients for this year's Leadership Award, based on the conference for this year being held in Philadelphia. Council was asked to think about nominations for the k-12 Educator of the Year and the Post-Secondary Educator of the Year. Due to the fact there was only one application submitted for the Cemanahuac Scholarship, council will ask Sister to consider possibly changing the description to make this scholarship available to student teachers that are seniors and have been a PSMLA member for at least two years. Perhaps we could offer two scholarships, one for teachers and one for student teachers or alternate years. The Awards Committee will investigate this and make a recommendation to council. The website will be changed if necessary. The PEP awards have gone out. These are on the website. Council received positive comments regarding having the PEP awards presented at the conference.

Finance

The prices for the Assessment Guide are posted on the website: 1) The member rate is \$20 including postage; 2) The rate for institutions ordering 10 or more is \$20 plus postage; 3) Institutions ordering less than 10 and non-member rate is \$25 plus postage; and 4) The student rate (with proof of current student ID) is \$15 including postage. The poster will be placed on the website and members can download the poster and print it free of charge. A note will be sent to members so they know this is available.

At the fall conference, ExCo members are encouraged to share rooms to cut down on expenses. ExCo members are expected to send their receipt of payment to Debbie within two weeks after the conference for reimbursement up to \$100.

It was also the recommendation of the Finance Committee that those in charge of a workshop and conference examine the proposed fees so we don't end up having two different sets of fees. The above reports were approved on a Zimmerman/Reitlinger motion.

The meeting was adjourned at 5:12 pm on a R zodkiewicz/Wills motion.

PSMLA Executive Council Meeting Agenda State College, PA

Sunday, April 1, 2012

The meeting was called to order at 9:23 am.

President White welcomed Council members. The following members were in attendance: Ron DelPorto, Robert Hall, Mina Levenson, Susanne Nimmrichter, Natalie Puhala, Rochele Reitlinger, José Ricardo-Osorio, Phyllis R zodkiewicz, Jan Stewart, Thomasina White, Debbie Wills, and Nancy Zimmerman.

The following members were absent: Adam Bailey, Beverly Buxareo, Sister Mary Helen Kashuba, and Katie Pohl.

Council members met over breakfast, by region, to discuss professional development and regional projects. Reports will follow.

Publications – (S. Nimmrichter)

The committee followed through on the earlier idea of developing a specific form that will be used by ExCo members to let Ron know when something is to be placed on the website and when it is to be taken down. Ron has the first draft ready. It is the recommendation that everything be put up as text, with download only. The committee also has a picture release form in place for students.

The Forum is ready to go to print within the next week. Rochele thanked everyone who made a submission. The 2010 Forum is on-line in the Members only section. Because the file for the 2011 Forum is too large, a reduced Forum will be placed on the website in the members only section.

There was discussion about who to make the Forum available to districts that do not have members in PSMLA. Perhaps we could send to Department Chairs via the principals of schools where we do not have members.

The list serv works very well. We would like to archive what we send out via the list serv: advocacy articles sent by Thekla, articles of interest on what is happening in PA, job information, etc. We could also archive the articles, by year, with the more recent articles on the top.

Facebook has been visited approximately 600 times in the past 18 months. This month we had 70 likes. The goal is to direct people back to the website, meeting the needs of a segment of our membership. Facebook is a resource for PSMLA.

A Skype meeting was held last week with Susanne, Jan, and Silvina. It was decided that the membership would be surveyed to determine if there is an interest in using web 2.0 to have an on-line interactive forum available to PSMLA members. Questions should be

sent to Susanne. ExCo members will then examine the questions for approval. Ron will then use Survey Monkey to create the survey.

SUSANNE AND JAN, PLEASE FIX THE LAST PARAGRAPH ABOVE SO IT IS CLEARER. THANKS,

Nominations/Elections

Phyllis and Jan volunteered to chair this committee since Beverly's term is expiring. Sister Mary Helen Kashuba is the consultant. The three members with terms expiring at the end of the year are: Adam Bailey, Katie Pohl, and Beverly Buxareo. Council discussed possible candidates for next year. Discussion centered on the need to have candidates from around the state and from a variety of languages and levels.

Advocacy – (M. Levenson)

Mina had distributed her report earlier and is constantly keeping council informed of what is happening. She is going to try to reach our representatives at JNCL. At the state level, Thomasina is working on this on behalf of PSMLA. PSMLA and Advocacy are ongoing.

PEP – (M. Levenson)

Thekla Fall has done a phenomenal amount of work on our behalf. We had more than 12 applications this year. Some of the difficulties in the applications are: incorrect calculations, some schools have trouble with the rubric, etc. Council went through the indicators of the rubric and offered suggestions as to where changes might be made to help schools better understand how to complete the PEP award applications. Thank you to Mina and Thekla for all your work with PEP.

Professional Development and Regional Projects

Council discussed the following ideas regarding regional projects: the importance for the planning committee to meet in person to plan, brainstorm fresh topics, and sufficient advertising. Perhaps a survey could be developed and sent to members to find their needs and interests for professional development. We discussed having on-line professional development opportunities. June will be asked about doing a webinar on culture at the end of the summer.

There were a couple of opportunities for professional development this spring. In the east, there was a workshop in February with sessions using assessment. Kutztown University is also hosting a professional development day. In Erie, in April, there will be an Immersion day.

On a Wills/Stewart motion, council voted to accept the above reports.

New Business

The fall meeting will take place at the Penn Stater on September 8 and 9.

Respectfully submitted.

Phyllis R zodkiewicz
PSMLA Secretary