

**PSMLA Executive Council Meeting
State College, PA
April 17-18, 2010**

Saturday, April 17, 2010

8:00-8:50 – The Executive Board met separately to prepare for the meeting.

President's Welcome – 9:20 AM

President Boettjer called the meeting to order, welcomed Council members, and introductions were made.

The following members were in attendance: Ron DelPorto, Adam Bailey, Sister Mary Helen Kashuba, Doug Wolfe, Rochele Reitlinger, Debbie Wills, Natalie Puhala, Mina Levenson, Jan Stewart, Pam Kolega, Collette Ballew, Nancy Smith, Katie Lumley-Pohl, Bob Hall, Thomasina White, Maryanne Boettjer, Frank Mulhern, and Ellen Irish.

The following members were absent: Susanne Nimmrichter, Phyllis Rzodkiewicz and Drew Richards.

Approval of minutes – The minutes of the fall meeting were previously approved via email.

Treasurer's Report (D. Wills)

Debbie Wills highlighted some items contained in her report. The Gettysburg Conference realized a profit of approximately \$9000. She also pointed out that in reading the report, some items appear on both sides of the ledger (e.g. bags) because the payment is made and then the item is partially or fully funded by a sponsor. Debbie distributed a document that itemized conference price and profit comparison for the 2005-2009 conferences. Currently she does not have records for conference attendance numbers. She pointed out that the reason for the unusually high profit from the Erie Conference was because of a hotel error associated with the Wine and Cheese Reception that resulted in a credit to PSMLA from the hotel. Workshops have become somewhat profitable instead of just breaking even. A thank you note was received from the family of Lucille Walrus, a former teacher from Erie. There was a short discussion about the virtual terminal. Debbie reported that she would not need to activate it again until about a month before and after the conference.

Council approved the report on a White/Kashuba motion.

Secretary/Membership Report (M. Boettjer for P. Rzodkiewicz)

Maryanne Boettjer gave a short recap of the report previously distributed by P. Rzodkiewicz.

Ad & Exhibits Manager's Report (R. Hall)

Bob Hall reported that he is in the early stages of exhibits planning for the upcoming Erie Conference. The Exhibit Manager's Website is all up and running as of last week and five tables are already sold. The website configuration has tables marked when they are sold and the mark has a link to the company's website and logo. Council approved the Secretary and Exhibit Manager's reports on a Wills/Bailey motion.

Committee Meetings (9:45-11:50 AM)

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

Pennsylvania Department of Education Report (P. Kolega)

Pam Kolega reported on the latest news from PDE.

The Curriculum Framework is currently not viewable on the website so it is not yet available for the Assessment Guide. PDE has a new website address - www.education.pa.us - and it is very difficult to use. Please complain to the Webmaster when you have trouble using it so that they will understand the importance of making some changes to better serve Pennsylvania.

A meeting with Vanessa Brown and Joseph Torsella needs to take place soon to get the Standards in place. The Standards will not go through normal the approval process and the outlook is very good since we are on the Standards Aligned System.

Block Grants are now joined with other monies. PDE will be applying for a FLAP grant to offer critical languages in Pre-K - grade 5. If accepted, the project will begin on January 1, 2011 at a cost of \$250,000.

The Montgomery County IU is thinking about using the model of the Asian Studies Collaborative in Berks County but will design the project to address all critical languages.

PDE is looking at the possibility of creating a general foreign language certification certificate to allow candidates who can pass the foreign language exam the opportunity to obtain PA certification. Pam reported that this will water down FL courses at the university level even more and this is not done in any other state. Frank Mulhern suggested that committee be in touch with Eileen Glisan and ACTFL. Pam reported that this is a very serious concern if this is going to be granted for those who take a Praxis exam and don't have a previous certification. Lack of a pedagogy component is serious cause for concern.

Tour of the Penn Stater Conference Center

Following lunch the entire Executive Council toured the conference center in preparation for the 2011 Conference. Herbert Moller, sales manager for the Penn Stater Conference Center, conducted the tour and, following the tour, met with members of the conference committee to review the contract.

During this time Ron Del Porto reviewed a new idea for the website which will include a calendar. A new version of the PSMLA logo is now on the current site on the page for the Erie Conference.

Act 48 Report (J. Stewart)

The amount of activity this year reflects the increased professional development opportunities provided by PSMLA. Jan still has some names pending and this usually occurs because they are institutional members. We need to develop a way to keep better records for situations like this from workshops. Jan has sent and posted documents with the state guidelines for Act 48 activities and a template for the sign in sheet. A new Act 48 person will be needed as Jan assumes her responsibilities as Second Vice President. Nancy Smith volunteered to accept this responsibility.

PaCIE Report (Sister Mary Helen Kashuba)

Sister Mary Helen will attend the board meeting when PaCIE holds its conference in Scranton on October 1-2. We did a mutually reciprocal ad in both of our conference brochures.

NECTFL Report (M. Boettjer)

Maryanne reported that the NECTFL Conference would be in Baltimore for the next two years. Please see her report for Meeting of the States. The proposal deadline for next year's conference is May 31 and the 2011 Conference will be April 2-4.

Council approved the Act 48, PaCIE and NECTFL reports on a Levenson/Wolfe motion.

Council approved the PDE report on a Ballew/White motion.

ACTFL Report (F. Mulhern)

PSMLA will again partner with ACTFL in Philadelphia 2012. The ACTFL board will meet in May so the report will be sent then rather than distributed at our board meeting.

A position statement is in the development process: Use of target language in the classroom. This will be finalized at the upcoming delegate assembly.

Several individuals have asked for ACTFL's help with dropped programs. The requestor needs to be a member of ACTFL when asking for help.

Former PSMLA President, Eileen Glisan is the current president of ACTFL. Eileen spoke at the NECTFL Meeting of the States.

JNCL Report (M. Levenson)

Mina reported that she cannot attend this year but that Thomasina White will attend in her place. Mina partnered with Becky Kline on Legislative Day to visit representatives from PA.

CCA Report (D.Wills)

CCA is piloting a new program this spring instead of the regular competition. If successful, in the future it will take place in the fall followed by the traditional competition in the spring. It will be four-hour workshop on Sustainability (conserving energy), including a model UN-type debate at the University of Pittsburgh. Unfortunately, the workshop takes place in conflict with this year's AP tests. Concerns have been voiced about timing with regards to budget for both this year and next. It's already too late to budget for next year.

Conference 2009 Report (D. Wolfe)

Doug distributed the final conference report. The conference netted 40 new members for PSMLA.

Conference 2011 Report (T. White)

PSMLA hosted a "Meet and Greet" with State College (State College HS, Young Scholars Charter School, CALPER) people last night. Thomasina compiled a list of session ideas. Brochure from CALPER was shared. Noted was the listing of workshops offered by CALPER.

There was some discussion about electronic/software being used to supplant actual world language programs. A recommendation was made to offer a 3hr workshop within the conference about this topic and also to contact Juniata College for help with the conference. The contract will be signed in the near future.

Nominations Report (D. Wolfe)

Doug shared a draft of duties along with an election timeline - Nominations from Council (April 16- May 1), nominations from listserv (May 1-15).

Council approved the ACTFL, JNCL, CCA, Conference 2009, Conference 2011, and Nominations reports on a Wills/Ballew motion.

At 4:00 PM Council members adjourned to meetings about regional projects.

Sunday, April 18, 2010

President Boettjer called the meeting to order at 8:15 AM.

The following members were in attendance: Maryanne Boettjer, Ron DelPorto, Adam Bailey, Sister Mary Helen Kashuba, Rochele Reitlinger, Debbie Wills, Natalie Puhala, Mina Levenson, Jan Stewart, Collette Ballew, Nancy Smith, Katie Lumley-Pohl, Bob Hall, Frank Mulhern, Thomasina White, and Ellen Irish.

The following members were absent: Phyllis R zodkiewicz, Doug Wolfe, Pam Kolega, Susanne Nimmrichter, and Drew Richards.

Maryanne Boettjer presented thank you gifts to Nancy Smith and Ellen Irish for their time spent in service as members of PSMLA Executive Council.

Committee reports continued following Saturday's meeting.

Advocacy Report (M. Levenson)

Mina reported the Immersion Workshops have been good for professional development and also good for a stronger membership base in PSMLA. SOPI workshops were also very good. There is a push for the adoption of required FL Standards and a meeting will be scheduled with Richard Torselli and Vanessa Brown to discuss the topic. Mina also urged support for a resolution in concert with NEA concerning global competency. A PEP letter will be distributed to superintendents, outlining the guidelines for PEP. Philadelphia will now offer two different languages in every high school because of the PEP award guidelines.

PEP Report (M. Levenson)

Mina will take over as chair of the PEP Program. Mina shared that Schenley HS will no longer exist due to district reorganization and restructuring. One of the main reasons more schools don't have higher awards is because of the assessment requirement on the PEP rubric. Mina voiced surprise that there were several schools that did not reapply for an award this year.

Awards Report (Sister Kashuba)

Sister Mary Helen reported that there were five applicants for the Outstanding High School Senior Award and that all were very well qualified. The committee recommends the following:

1st place to Avery Keatley of Wissahickon HS

2nd to Sarah Rodden – PA Leadership Charter School of West Chester

3rd Ethan Rimdzius – McDowell HS

Honorable Mention - Moniek van Rheenen (McDowell) and Tyler Bonham (Kennard-Dale)

The Awards Committee raised the question that perhaps we should increase the amount of the award. The Finance Committee will consider a proposal.

The Cemanahuac/PSMLA Scholarship was presented to Charlotte Kenrick, from Central Catholic High School in Pittsburgh. The recipient was very well qualified but, unfortunately, she was the only applicant. We need to find new ways to publicize this scholarship and the Awards Committee suggested that we might consider a travel stipend. The Finance Committee will discuss this prior to the fall meeting.

The committee proposed the following specific criteria for the Student Recognition Awards:

1. Middle School: This certificate is for students who display enthusiasm, interest, and ability in the study of a world language. They must show promise and involvement both in and outside the classroom. Because of great variations in programs, teachers may decide the number of years of study at their own discretion.
2. High School: This certificate is for students who have completed a minimum of three years of the same language, with an average of "A," or what the school accepts as exemplary achievement.
3. College/University: This certificate is for students who have completed a minimum of four semesters of the same language at the university level, with an average of "A."

Council approved a motion from the Awards Committee to accept the criteria for the Student Recognition Awards as presented.

There was a discussion about the Conference Awards and their criteria as outlined in the By-Laws 13 and 14. The award recipients need to be selected very soon in order to get all in place in time for the conference. The Awards Committee will send out a request for names through the listserv. The Erie Conference Committee will be in touch with Thekla Fall about possibly presenting a session at the conference to publicize all of the different types of awards offered by PSMLA.

Finance Report (T. White)

Council approved the following motion from the Finance Committee: PSMLA financially support the ACTFL President's Reception in Boston in the amount of \$1500 in honor of Eileen Glisan.

Eileen is currently president of ACTFL and is a former president of PSMLA.

There was a discussion about the need for an official refund policy for PSMLA events. The Finance Committee and Council members drafted two versions of a policy. Both drafts are as follows:

Refund policy – DRAFT #1- No refunds will be issued after the early registration deadline. After that date, the registration portion of the fee can be transferred to another member or to a non-member, provided that the non-member pays the membership dues. The other option is to apply the registration fee to future PSMLA dues.

Refund policy – DRAFT #2 - While we understand cancellation may sometimes be necessary we cannot refund registration fees after the early registration deadline. We can however transfer your registration fee to another member) No refunds will be issued after the early registration deadline. After that date the registration portion of the fee can be transferred to another member, or a non-member provided that the non-member pay the membership dues. (The other option is to apply the registration fee to future PSMLA dues.)

The Finance Committee will circulate both of these options through the ExCo listserv and a vote will be taken at a later date.

Council approved the following motion from the Finance Committee: The PSMLA Revised Assessment Guide be given to attendees at the Erie conference and then mailed to the rest of the members.

Council approved the following motion from the Finance Committee: The present hotel subsidy practice of a \$50 / night will be extended to ExCo members (members as defined in Article 7 Section 1) who stay a maximum of 2 nights at the annual conference.

Membership Report (K. Lumley-Pohl)

The Membership Committee is interested in soliciting more membership in the northeastern part of the state. A suggestion was made that more workshops be offered in the north central part of the state that could possibly attract teachers from both the center and the northeast.

Katie reported that we have lost some institutional memberships – 10 schools did not renew. This may be due to budget cuts and to the current ‘hysteria’ in school districts about funding problems. This may also be due to the fact that some of the members may have joined on their own in conjunction with a conference or workshop registration.

In answer to the question of how to attract new members, several suggestions were made: more frequent mailings; send colorful postcards to dept chairs; create a

fixed-form template to more easily create advertising for events. Membership brochures were distributed through Council to encourage their own department members. Although this is a universal challenge for all organizations, we need to encourage our members and potential members to seek funding for memberships. Sometimes union contracts include clauses for memberships and another source of funding is staff development funds.

Publications Report (J. Stewart)

Should the Forum be in print or available electronically? The committee recommends that it remain in print. If it were only available electronically, it would be a very long document and there is a question as to whether people would read such a long document. The committee pointed out that members need to feel that they are receiving something for their membership and that giving people the choice would be a bookkeeping nightmare. Debbie Wills pointed out that there is a financial advantage to printing because printing and postage are tax deductible.

A needs assessment of our membership is something that we should plan to do in the future.

The Forum cost this year was \$5000. Last year the bill was \$7000. Ads were fewer in number this year but it still was not as costly as in the past. Rochele Reitlinger was commended for doing such a great job. She is concerned about the number of submissions. She thought that creating some sort of template for articles might facilitate more submissions. A Conference follow-up article that includes session descriptions and comments from the evaluation form is something in the future that would be of interest to the readers. If a disclaimer is added to the evaluation form, actual names could be added for direct quotes. Rochele urged that photos and summaries from events like workshops be sent during the year rather than waiting until the deadline.

Nancy Smith will check with other printers for the Assessment Guide. The document is almost ready to go and the real remaining glitch is with the PDE for final wording of some sections.

Professional development Report (N. Puhala)

Professional development activities have been very successful with more workshops throughout the state. The goal is to conduct one workshop per region per year when the conference is not in the region.

There is now a point person for each region: Natalie Puhala (southwest); Doug Wolfe (central); Colette Ballew (northeast); Sister Mary Helen Kashuba (southeast); Phyllis Rzdokiewicz (northwest).

The Professional Development Committee will prepare drafts of two policies for discussion at the fall meeting. One is a policy for collaboration with other organizations and the second is whether and how to post professional development opportunities from other organizations.

Regional Workshops Report

South Central - planning to work with Millersville and for a follow-up SOPI workshop.

Southeast – planning to offer either a technology workshop or an immersion day in late February or early March.

Southwest – planning a five-hour workshop: “Cooking in the Classroom” for mid-March or later. It will be limited to 22 attendees. If there are more, the presenter may offer it again or even ‘take it on the road.’

Northeast – planning something in late October or early November. Initial emails have been sent to solicit committee members and sponsorships.

Council approved the Advocacy, PEP, Awards, Finance, Membership, Publications, Professional Development and Regional Workshops reports on a White/Levenson motion.

New Business

Maryanne Boettjer distributed a document outlining the responsibilities for organizational representatives. Ellen Irish has agreed to organize this with drafts for other job responsibilities for later Council approval and web posting.

Council approved Natalie Puhala as the NECTFL Representative and Nancy Smith as the Act 48 Representative on a Boettjer/Kashuba motion.

Debbie Wills will order a banner for future conference display tables.

The meeting was adjourned on a Stewart/Ballew motion at 11:30 am.

Minutes respectfully submitted by Ellen Irish for Phyllis Rzodkiewicz