

**PSMLA Executive Council Meeting
State College, PA
March 21-22, 2-009**

Saturday, March 21, 2009

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

President's Welcome – 10:07 am.

President Ellen Irish welcomed Council members and introductions were made.

The following members were in attendance: Colette Ballew, Maryanne Boettjer, Bob Hall, Ellen Irish, Mina Levenson, Frank Mulhern, Susanne Nimmrichter, Natalie Puhala, Phyllis Rzodkiewicz, Nancy Smith, Debbie Wills, Doug Wolfe, and Bonnie Youngs.

The following members were absent: Cindy Dotto, Thekla Fall, Linda Kander (part of the day), Sister Mary Helen Kashuba, and Pam Kolega, Drew Richards and Thomasina White.

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 last fall, 2008. This spring, at the meeting, an internal review was conducted. As suggested by the audit, a check approval system has been started for the PSMLA President and Treasurer. Council examined the detailed report prepared, examining the income and expenses. M. Boettjer approved and L. Kander seconded that Council accept the Treasurer's Report. Motion carried.

Secretary/Membership Report (P. Rzodkiewicz)

Phyllis reported that there are currently 510 individual members and 22 Institutional memberships as of March 15, 2009. There was much discussion as to what can be done to attract those who have not renewed their membership for 2009. We discussed the importance of having regional workshops, especially on the opposite side of the state from where the conference will be held in a given year. Council approved the report on a Levenson/Ballew motion.

Advertising Manager's Report (R. Hall)

Bob distributed the Ad Manager report. He explained that the report is very short because the PSMLA Executive Council meeting is being held one month earlier than usual. Bob has been in contact with Dalen Covert, the liaison at the conference center for October. Once Bob has received the details on the floor plan, table size, etc., then he will begin to solicit ads and exhibitors for the fall conference in Gettysburg. On a Rzodkiewicz/Wolfe motion, council voted to accept the Ad Manager's Report.

Committee Meetings (10:15 – 11:00 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.

Website Managers' Report (R. Hall)

Debbie, Phyllis, Bob, and Denise met with persons at PNC Bank in Pittsburgh to try to determine how best to handle the problem that some members are having with trying to pay on-line. Bob and Denise recommend changing from Your Pay to Pay Pal. They feel that it is less labor intensive and less expensive. Council would like to know if we could try this on a temporary or a trial basis before we make a definite switch. Bob will investigate and let council know.

Bob reported that we need to increase the amount of space we have available on our website. We currently have limited space for \$12/year. If we increase this to \$48/year, we would have unlimited space. Council agreed we need the additional space with putting the Forum on line.

Bob and Denise Hall have decided to step down as Website managers. Bob will continue as Ad Manager and will have a separate Ad Manager Website that will be linked to the Website. Bob will prepare a job description for the position. Once a new website manager is hired, Bob will work with the person to help with the transfer of the information. Council would like the new website manager to attend the ExCo meetings.

Organizational Representative Reports

ACTFL (F. Mulhern)

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. If things are as in the past, we will be permitted to have one Pre or Post workshop. We will have our own awards presentation like we have had in the past. This will be a wonderful opportunity for our members to attend a national conference! ACTFL will be invited to attend the 09 Conference in Gettysburg. Frank will keep us posted.

CCA (D. Wills)

Debbie Willis informed council that there have been many changes with CCA. This year, they are marketing Flintstone Vitamins for children. She explained that it was difficult to provide mentors so this year, their kick-off was done via a webcast. Duquesne is providing college mentors to work with the students. They will correspond via e-mail and have already created study guides for the students. The final competition will be held April 28 at the University of PA.

Deanna Baird is asking for help from PSMLA. They start with 15-20 schools and then half of the schools drop out. Can PSMLA do something to help? Council discussed possibly recognizing PSMLA members who participate in CCA. Council suggested possibly tying this to a senior graduation project. Council also discussed a one-time offer of matching \$100 per school for each place for the winning teams. Also, council suggested that Deanna submit a proposal to PSMLA, along with a proposal for a session

at the conference in Gettysburg and a submission of an article for the Forum or newsletter.

JNCL

This is held May 7-9. Council discussed the need for a back-up plan in case Thekla is unable to attend. Since we did not attend last year, it is important we have a presence there this year. The job of the JNCL rep was explained to Council. The meeting is Thursday through Saturday.

NECTFL (M. Boettjer)

Maryanne shared information with Council. This year's conference will take place in NYC, April 16-18. Holly Forsyth and Maureen Porter will present their Best of Pennsylvania session: Podcasting & Skype: New Ways to Globally Connect Your Classroom. Isabel de Valdivia was nominated as a candidate for NECTFL Teacher of the Year. Richard Detwiler was awarded a Mead Fellowship for his project on assessing oral proficiency using a computer program.

PaCIE

No report was given.

PDE (P. Kolega)

Pam, in her report, explained that PA would soon have a 'live' Model Curriculum Framework for World Languages on the PDE Website under the ED HUB Standards Aligned Systems. We are included with all the "Core" state tested and local tested content areas.

Due to the global, national and state economic recession, the 2009 Governor's Institute for World Language Educators will not be held this summer. Teachers are encouraged to seek professional education through other venues.

A motion by Rzodkiewicz/Levenson gave approval of the Website Manager's Report and the Organizational Reports.

Standing Committee Reports

Pep Award (T. Fall)

Thekla reported that there were more applications for the award this year. Eleven schools submitted applications. Thekla is currently putting together the PEP Showcase for the website. She will do the public announcements, the news releases, the certificates, etc. Congratulations to all who submitted an application! Thekla has reworked the rubric to make it easier to complete. For next year, it will be necessary for teachers to have been a member of PSMLA in January, prior to submitting the application for the award.

Educators of the Year Award and the Merit Award

Both the Awards Committee and the Local Conference Committee will consider nominees for the fall conference in Gettysburg. The final nominees will have board approval at a later time.

PSMLA Conferences

Conference 2008 (D. Wills and B. Youngs)

The conference was held at the Radisson Hotel Greentree in Pittsburgh on October 17-18. A pre-conference SOPI Beginner Workshop was held on Thursday, October 16. The keynote speaker for the conference was Dana Barras Franco. The silent auction and the

language lotto did very well. Evaluation forms from the conference were tallied and will be used to generate ideas for future committees. One comment that was seen repeatedly was that there was nothing there for people to buy. Everyone agreed that the coffee break was a great little perk and people also enjoyed buying the coffee. The 2008 Conference Committee did an excellent job in Pittsburgh.

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 will 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. Room rates are \$89 per night.

Susanne Nimmrichter is working with Doug. Christine Gaudry-Hudson, chair of the MU Foreign Languages Department has created 'Save the date' postcards. These will be mailed soon. Doug will pursue how to handle printing of the postcards and the posters. The session proposal form is on the website. May 15 is the deadline for the submission of proposals.

There will be a pre-conference workshop on a general SOPI. For an additional fee, there will be the option of a post-conference workshop on reading. Conference registration will be up and running at the end of April.

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 the Pre-Conference workshop held on October 14. Rooms are reserved at the Courtyard by Marriott and at the new Hilton Garden Inn. Council members were asked to please remember to bring something back from their summer travels for the language lotto and/or the silent auction.

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 Ballew/Boettjer.

Finance (M. Boettjer)

There was much discussion on the procedure for collecting money and for operating policies.

1. This motion was made by P. Rzodkiewicz: All workshop, conference forms, and money, etc. will be sent to the membership secretary directly from the workshop/conference chair within two weeks of receipt of the payments. The motion carried.
2. M. Boettjer made this motion: A budget will be developed for any and all projects and/or activities undertaken by members over \$500. This will be based

- on past practices and past expenses, and estimates, etc. and will be submitted to the President and then submitted to the Executive Council. The motion carried.
3. E. Irish made this motion: After the established registration deadline, no refunds will be given for any PSMLA workshop or conference. With permission of the event chairs/organizers and advanced notification, registration may be transferred to another participant. (If this participant is not a member of PSMLA, they will need to join.) The motion carried.
 4. M. Boettjer made this motion: Any PSMLA event, workshop or project that has been scheduled may not be canceled or rescheduled without the approval of the President and the Executive Committee. The communication regarding this should go to the President or his/her designee. When cancelation occurs, the entire council will be notified and money paid to date will be refunded within two weeks following the scheduled date of the event. The motion carried.
 5. A budget template was distributed to members and will be on the web to help track conference expenses. A blank template and one that is partially completed will be available on the Ex Co section of the website.
 6. Ex Co did an internal audit at the meeting.
 7. This motion was made by M. Boettjer: We will upgrade the website to unlimited space and establish a separate website for the Ad Manager, linked to the main PSMLA website.

Membership (P. Rzodkiewicz)

Letters were sent to those who did not renew for 2009 and reminders have been sent via the list serv. Those who have not renewed will have their names removed from the list serv. Mina Levenson will draft a letter that will be sent to those Life members who have not paid a second or third installment on their life membership.

A two-part motion was made from the Membership Committee:

1. Membership will have an additional option for this year when the renewal letters are mailed out in December. They will have the option to take advantage of a three-year renewal: One year for \$40, two years for \$70, and three years for \$90. We are hoping this will help us increase membership.
2. Institutional membership rates will increase. The price will be \$100 for 3 people and \$150 for 5 people.
3. Those applying for a PEP Award must be members of PSMLA by January 15.

The motion carried.

Nominations/Elections (D. Richards)

As Drew looks to fill the three slots that will be vacant in January 2010, he will work with Phyllis to make sure they are current members of PSMLA. He will balance the members regionally. Letters will be sent out by June 1, 2009. There was discussion about the need to create a document explaining why someone would consider being a board member, etc. The slate will be approved by July 15. Information will be sent to council and the newly elected members will be encouraged to attend the fall conference. Information will be sent to Bob or the new website manager and to Phyllis for the roster.

Fall, 2009, PSMLA Ex Co Meeting - The meeting will take place on August 29-30. The meeting will be held at the Courtyard by Marriott in State College. Council was again very pleased with the accommodations at the Marriott. Thomasina will be contacted immediately to arrange the paperwork with the hotel.

The meeting adjourned at 5:04 pm.

Sunday, March 22, 2009

The following members were in attendance: Colette Ballew, Maryanne Boettjer, Bob Hall, Ellen Irish, Linda Kander, Mina Levenson, Frank Mulhern, Susanne Nimmrichter, Natalie Puhala, Nancy Smith, Debbie Wills, Doug Wolfe, and Bonnie Youngs.

The following members were absent: Cindy Dotto, Thekla Fall, Sister MaryHelen Kashuba, and Pam Kolega, Drew Richards, Thomasina White, and Debra Wills.

President Irish called the meeting to order at 8:10 am.

Advocacy Report (Levenson)

Thomasina wrote in her report that the Advocacy Committee would like to schedule a meeting with Joseph Torsella, Chair of the State Board of Education to discuss the status of World Language education in PA. Attendees at the meeting would include: E. Irish, P. Kolega, and T. White. Linda asked council to send her suggestions of questions they would like to see discussed at the meeting. Many of our neighboring states all have language standards and requirements, putting our students at a disadvantage.

ACT 48 (J. Stewart)

A detailed report was submitted by Jan Stewart. She also developed guidelines for the awarding of Act 48 credits through PSMLA who members who participate in professional development activities not directly sponsored by PSMLA.

Professional Development (Kashuba)

Council discussed the importance of having the regional workshops for our members, especially in the part of the state where the conference is not being held.

M. Boettjer arranged for a SOPI Workshop to be held on February 27 and 28 at Chestnut Hill College. There were over 50 registrants for the workshop. Bonnie Adair-Hauck was unable to conduct the workshop due to illness so CAL sent Kathy Murphy-Judy as her replacement. Judith Liskin-Gasparro led the Spanish training, and Karl Otto, the German. All presenters were excellent. Thank you to Sister and Maryanne for arranging the workshop.

In March, a full-day professional enrichment workshop will be conducted in northeastern Pennsylvania at the Marywood University Campus. Dave Kinman will conduct the workshop. The workshop is titled: Get Them Talking: Communication Skills for the Classroom. Thanks to Colette for arranging the workshop.

Regional Projects

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

East

The committee discussed the two workshops they held this spring, 2009.

West and Northwest

Phyllis will examine the possibility of having a SOPI in Pittsburgh during the summer of 2009. Bonnie and Phyllis will work to have a Teacher Immersion Day on Saturday, September 26. The goal is to have two simultaneous immersions going on in Erie and in Pittsburgh. Phyllis will contact Mercyhurst about helping to host the day in Erie. Bonnie will investigate and work to have this at CMU. More details will follow.

Central

The 2009 conference committee will create a survey and will survey members for feedback on their need with workshops, etc. This will be done at lunch during the conference.

Publications Report and the Go Green Report (D. Wolfe and S. Nimmrichter)

The committee proposes putting the Forum articles on line, in PDF format and not password protected, so that others can read them. These will be archived. It was decided that it is too much to put the entire Forum on line. If the articles are archived, people will have to register to access the archive. Bonnie will contact past authors to see if they will allow their article to be part of the archives, etc. Their name and article will appear on the website.

Susanne discussed the possibility of having a blog replace the list serv and the newsletter. Susanne will pilot a blog to see how we like this. We might use a blog and keep the list serv.

Nancy reported that Thekla hopes to have the articles updated for the Assessment Guide and this can be finished and printed at Allegheny in the fall. Nancy will create a budget and will share the budget per the guidelines. It is our hope to have the Assessment Guide completed and available for purchase at the fall conference.

The Publications Committee will look for a new editor and co-editors for the Forum. Bonnie will speak with persons who have been involved.

On a Boettjer/Levenson motion, council voted to accept the above reports.

New Business

Council discussed the idea of having colored t-shirts. Natalie Puhala will survey Ex Co and will work with Denise to have these made. Natalie suggested having a polo shirt and not just the colored t-shirts to sell.

Mina brought up the idea of a language contest for our students. She explained that Slippery Rock University held the competition for 23 years. Mina will continue to pursue this with Deb Cohen at SRU and will investigate a language test. This might be an oral proficiency test or a paper/pencil test.

The dates for the Fall Ex Co meeting are August 29 and 30 at the Courtyard by Marriott in State College.

The meeting was adjourned at 11:38 am.

Minutes respectfully submitted by Phyllis R zodkiewicz