

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

April 29-30, 2017

Saturday, April 29, 2017

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

President's Welcome and Introduction of New Members – 11:08 am

President Susanne Nimmrichter welcomed Council members. The following members were in attendance: Mike Bogdan, David Brightbill, Jean Copeland, Keith Corbitt, Isabel Espino de Valdivia, Kathy Fegely, Megan Flinchbaugh, John Grande, Michelle Kindt, Mina Levenson, Rich Madel, Susanne Nimmrichter, Phyllis Rzodkiewicz, Abigayle Shin, Jan Stewart.

The following members were not in attendance: Jean-Louis Dassier, Sister Mary Helen Kashuba, and Junko Yamamoto.

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

Secretary's Report (P. Rzodkiewicz)

Phyllis reported that we currently have 533 individual members. Many members took advantage of the special 3-year membership deal for \$90 that was offered through January 31. Council examined a spreadsheet that details how the Vouchers for PEP, PLF, and missed workshops have been redeemed so far.

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 a healthy balance at this time. We need to keep in mind that the average conference costs between \$20,000 and \$30,000. We will also have the bill for the Pennsylvania Language Forum later this year. This is the year PSMLA will have an external audit. The auditor has requested that we move the date for the audit to May, after tax season. The cost for the external audit will be approximately \$400.

Finance Report (M. Levenson)

The Finance Committee met via Skype a week ago. Mike still has the old credit card imprint machine that we no longer use. He will contact the bank to see if this needs to be returned. The Penn Stater now charges an additional \$100 per day for the Executive Council meeting. Council voted unanimously to approve the new PSMLA Refund Policy. This policy will be placed on the website. Council approved moving some money from our Checking Account to the Savings Account. John Carlino from NECTFL reviewed our current PSMLA Constitution and Bylaws. An ad-hoc committee has been formed to review and prepare documents in support of applying for tax exempt status, at least as regards paying PA taxes on certain items, as well as, consideration for possible application for 501c(3) status. Honorarium and presenter fees (to outside presenters) should be paid on the day of the event. PSMLA ExCo members, according to policy, are not eligible to receive honoraria for services provide to PSMLA, including facilitating workshops. The Finance Committee will review the Honoraria extended for the Editors of the PLF, the Mail Manager, Webmaster, etc. Mike will prepare a summary for discussion with the Finance Committee. ExCo members were reminded to submit receipts within two weeks of an event to be eligible for reimbursement.

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Advertising Manager's Report (J. Yamamoto)

Council took a look at the Conference Exhibit Hall on the website to examine the tables which have been sold so far for this year's conference. Vendor space has been sold out but the committee is rearranging some of the areas to accommodate more tables. Ads are coming in for the PLF and for the conference brochure.

Historian's Report (S. Nimmrichter)

We do not currently have a Historian. Nancy and Bev will be asked to submit a report from their terms as Historians. Susanne will look into the duties of a Historian and then we will discuss finding someone for this position, if necessary.

Pennsylvania Language Forum (M. Flinchbaugh)

Megan reported that currently, the Editor and assistant read all submissions, and jointly make decisions about whether or not to publish. The Editor, with occasional help from the assistant, determines if revisions must be made by the Editor or by the author, and what should be published exclusively versus what should be published in print. If we had an Editorial Board, they would need to be available primarily in June and July to work with a deadline of mid-July. Megan will work to establish the responsibilities of an Editorial Board and will report back to Council. Megan would like to conduct a survey of the PLF readership. Perhaps the Publications Committee would be interested in conducting this survey.

Mailing Manager's Report (D. Brightbill)

David assumed the role as the PSMLA News manager (formerly known as the Listserv Manager) shortly before the 2016 Spring ExCo Meeting. He explained to council that approximately 40 messages were sent out over the past year. David has stepped down from this position and the new Mailing Manager will be Nate Campbell. Having a background in *html* will make it easier for Nate. The Publications Committee plans to discuss moving to set dates for the PSMLA News publication with a goal of one per week.

Global Scholars (J. Stewart)

In the first year of the Global Scholars Program (2015-16), there were 3 PSMLA Global Scholars Graduates. The students completed the 4-year program in one year. In this 2nd year of the program (2016-2017), there are currently 37 Global Scholar Graduates from 8 schools. At the 2017 PSMLA Conference, there will be a session that will feature a panel of Global Scholars advisors who will share their experiences. Letters of congratulations will be sent to each school's superintendent, principal, etc. as well as to Secretary of Education Pedro Rivera. Efforts will be made to publicize the Global Scholars Program to private and parochial schools in the state.

The above reports were approved on a R zodkiewicz/Stewart 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.

1:15-2:15 Working Lunch

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The following committees met over lunch: the 2017 Conference Committee (Harrisburg-Mike and Jan), the 2018 Conference Committee (Pittsburgh-Isabel and Mina), and the 2019 Conference Committee (State College – Mike, Phyllis, and Susanne)

2:15-2:45 - Organizational Reports

ACT 48 (B. Storey)

Brigitte reported that Provider Status with PDE has been renewed and accepted. The various evaluation forms by both participants and presenters will be revamped over the summer. Act 48 hours were input from the various workshops and from the fall conference.

ACTFL (J. Stewart and S. Nimmrichter)

Advocacy was a major topic at ACTFL as states across the country are facing similar issues. **Lead with Languages** is a multi-year campaign by ACTFL aimed at reversing the nation’s language skills gap and making language learning a priority in this country. The Advocacy Committee of PSMLA will review the ACTFL documents and place information on this campaign on our website. **LILL (Leadership Initiative for Language Learning)** will have a three-day summer institute in June with 50 representatives from states, regions, and national organizations. Mike Bogdan will represent PSMLA. ACTFL will partner with **Educators Rising** whose mission is to guide young people on a path to becoming accomplished teachers, beginning in high school and extending through college and into the profession. A pilot program will begin this spring. Other discussion centered on the need to recruit new teachers and retain them in the teaching profession. Keith will investigate why world language teachers are leaving the profession and report back to Council.

CCA

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

PEP (M. Levenson)

The eastern and western PEP committees met to rate the PEP applications. This year there were 20 applications, 6 of which were new to PEP. There were 12 Gold Awards, 3 Silver Awards, 1 Bronze Award, 3 Globe Awards, and one under review. Vouchers and certificates have been sent to the schools and the PEP Showcase is available on the website. The Pep committee will, for the future, require a tracking number for the applications when they are sent in.

Council approved the above reports on a Fegely/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.

3:30--4:00 Organizational Reports

JNCL(M. Levenson)

Membership in JNCL remains at \$1.50 per member of the organization, based upon the membership list from December of the previous year. Dues are paid annually. PSMLA did not participate in Advocacy Day this year but will participate in 2018. JNCL continues to be at the forefront on the struggle to fund foreign language

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initiatives. There is a cabinet level representative advocating for foreign languages. Information from the JNCL briefs will be examined for importance and Mina will have the information sent out via the PSMLA News.

NECTFL (K. Fegely)

The Northeast Conference on the Teaching of Foreign Languages was held February 9-11, 2017 at the New York Hilton Midtown. PSMLA had a table at NECTFL this year. PSMLA and NECTFL have an exchange with one another: free conference and registration at each other's conference. We received two registrations for NECTFL. At the Meeting of the States, each state's representative reported on the highlights of their recent initiatives. We were well represented at NECTFL: Bob Hall was our nominee for Teacher of the Year, Thekla Fall received the Brooks Award, and the Carnegie Library of Pittsburgh received the Dodge Award.

PACIE (Sister Kashuba)

Sister Kashuba attended the PACIE Conference on October 6-8, 2016 in Philadelphia and presented an annual report from PSMLA at the evening meeting on October 6. Sister Mary Helen Kashuba received the LaMarr Kopp Lifetime Achievement Award. PACIE will hold their 2017 conference with PSMLA at the Holiday Inn Harrisburg-Hershey in October.

Conference 2016—Erie (P. Rzodkiewicz)

The conference was held at the Ambassador Banquet and Conference Center in Erie on October 13-15, 2016. There were 33 members in attendance for the pre-conference and 162 members at the conference on Friday and Saturday. The Tech Playground was very well received. Feedback and evaluations were very positive. Attendees would like to have a shared Google site where conference presenters can share materials.

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 on October 5-7. This year's theme is: "Capitol"izing on Languages and Global Education. The collaboration with PACIE on the conference is positive. The exhibit hall is sold out. The committee is soliciting advertisers and sponsorships. The theme is advocacy, given the proximity to Harrisburg. PACIE is working to get Pedro Rivera and/or Governor Wolf to attend and lead the Friday keynote. Megan Flinchbaugh and Nate Campbell will lead the morning session of the preconference on "Connecting the Standards: Approaching Communities, Cultures, and Communication through Everyday Activities." The afternoon will include lunch followed by transportation to the Capitol building for a tour and meet and greet with local politicians or staffers. The Saturday Keynote will be Barbara Mondloch, sponsored by Houghton Mifflin Harcourt. More proposals for sessions were submitted than can be accommodated.

Fall Meeting, 2017

The fall meeting will be held at the Penn Stater in State College on August 26-27, 2017. John will make arrangements with the hotel.

On a Rzodkiewicz/Grande motion, the above reports were approved and the meeting was adjourned.

Sunday, April 30, 2017

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 2017-2018.

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At 8:54 am, President Susanne Nimmrichter welcomed Council members. The following members were in attendance: Mike Bogdan, David Brightbill, Jean Copeland, Keith Corbitt, Isabel Espino de Valdivia, Kathy Fegely, Megan Flinchbaugh, John Grande, Michelle Kindt, Mina Levenson, Rich Madel, Susanne Nimmrichter, Phyllis Rzodkiewicz, and Abigayle Shin.

The following members were not in attendance: Jean-Louis Dassier, Sister Mary Helen Kashuba, Jan Stewart, and Junko Yamamoto.

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

The 2018 PSMLA Conference will be held at the Pittsburgh Sheraton, Station Square. Members of the conference committee are: Isabel Espino de Valdivia, Mina Levenson, Natalie Puhala, Rochele Reitlinger, and Debbie Wills. The committee is working to avoid conflict with a world language day at a local high school.

Conference 2019

This will be the 100th 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. Debbie Wills will create a historical display of PSMLA for the conference and the website. The chairs of the conference will be: Mike Bogdan, Susanne Nimmrichter, and Phyllis Rzodkiewicz. Because there is no local committee, ExCo will be actively involved.

Website Manager's Report (via Skype) (R. DelPorto)

Flagship City Hosting has turned the website over to us and other than simple questions, Ron no longer can get support from Antoine. Flagship City offers a Site Care Plan for \$65/month that includes:

- 30-minute Support Time, per month
- Regular software updates
- Daily offsite database backup and Weekly full site backup
- Website performance and uptime monitoring

Ron recommends that we purchase the Site Care Plan. He has a manual but it does not cover all the possibilities that might occur. Ron does not have access to the Drupal source code that is occasionally needed to investigate and debug a problem. Antoine is doing Drupal updates until the end of our first year. Then, without Site Care, the code would not get updated other than critical security updates. Ron will discuss with Antoine the problem we have that we cannot differentiate between members and non-members with our PSMLA News. This was something we had asked for when the website was established. Susanne will look into how we move forward and decide if we should purchase the Site Care Plan. Kathy recommended we check with NECTFL and other states to see who manages their website.

Standing Committee Reports

Advocacy (M. Bogdan)

No report had been submitted prior to the meeting but discussion at the meeting centered on the importance of having PA World Language Standards and having a World Language Advisor at PDE. What is the best way to proceed? All ExCo members are asked to reach out to their local representatives to make the case for the importance of world language education. Michelle and Megan will develop a form letter to use as a template for ExCo. This template will be used when contacting local representatives. Bill Rivers, Executive Director for JNCL, has submitted a proposal for our fall conference. Susanne will investigate inviting Bill Rivers to our fall ExCo meeting or to a meeting on Wednesday night before the pre-conference about possible training for ExCo members on the correct way to lobby. Perhaps on Thursday morning during the pre-conference, ExCo members could meet with staffers at the Capitol regarding world language education in PA.

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Nominations/Elections (I. Espino de Valdivia)

Isabel will solicit nominations for ExCo from Council and through the News mailing. Voting will occur the beginning of September with Ron's help. Newly elected Executive Council members will be invited to the Executive Council Breakfast at the fall conference. They will also be introduced during the Business Meeting at the fall conference.

Awards (K. Fegely)

Kathy reported that strong candidates applied for the Cemanahuac Award. The Awards Committee selected Jaclyn Browning as this year's winner of the award. The committee recommends reinitiating follow up for the \$400 stipend as \$200 at the end of the experience and \$200 after the submission of an SLO to the PLF for publication to the membership. Kathy will contact Vivian Harvey from Cemanahuac with the name of our award winner for this year. There were 5 excellent candidates for Outstanding High School Senior. The Awards Committee rated the applications and the winners are: 1-Hannah Domaracki, Selinsgrove HS; 2-Jake Kocan, Fairview HS; and 3-Mya Soukaseum, Kennard-Dale HS. Congratulatory letters will be sent to the students, teachers, and administrators. The Dickinson College Trout Gallery was selected to receive a PSMLA Merit Award at this year's conference. Cheri Garrett was nominated and chosen to be the Pennsylvania candidate for NECTFL's Teacher of the Year. José Ricardo-Osorio was nominated and selected for the PSMLA Outstanding Post-Secondary World Educator of the Year, pending receipt of the supporting documents. Nate Campbell was nominated and selected for the PSMLA Outstanding K-12 World Language Educator of the Year, pending receipt of the supporting documents. There are additional awards given out at NECTFL. We will nominate Thomasina White for the Nelson Brooks Award for her distinguished service and leadership. We will nominate the Dickinson College Trout Gallery for the James W. Dodge Award. There was also discussion about how we can encourage more members to submit proposals for the NECTFL Mead Fellowship.

Membership (M. Kindt)

The committee discussed changing the membership year from January through December to August 1 through July 31. Michelle will check to see if this is feasible. This could potentially provide incentive for people to renew "on-time" with the conference coming up soon. This would mean that all current members would be grandfathered in for an extra few month after their expiration year to allow for this change to August 1. There was discussion about starting the webinars as another incentive for being a member of PSMLA. We have had difficulties with the website and non-members have been receiving some of the e-mails. Also, we need to separate the member and non-member e-mails so that those who have not renewed realize they have not renewed.

Professional Development (R. Madel)

Rich explained that the committee would like to explore Webinars as a professional development option for our members. The committee would need to: 1) identify specific dates and times for the webinars, 2) draft an invitation to the presenters, and 3) compile tech guides. Rich is hoping that the Webinars would begin the first week of November. They would identify 5-6 sessions that were well received from that conference that would work well in a Webinar format. There would be 10-15 participants for each Webinar. The committee would like to have people register for regional workshops on our website in the same way they register for the conference. If someone organizes a regional workshop, they are reminded to complete the necessary budget to ExCo for approval. If the committee would like to bring in a more expensive presenter, they would need to prepare the budget and request money as needed.

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Publications (D. Brightbill)

The Publications committee asked if someone else could be trained to make minor edits to the website. They mentioned the possibility of developing a “Why join PSMLA” portion on the site featuring members’ experiences at the conference, etc. This would be similar to the membership page of the ACTFL website. Nate Campbell will be the new manager of the PSMLA News Updates. These will now be sent out on Tuesday, ideally once a week, with 2-3 items per message. Guidelines are needed for how to post and share an update. Information on this will be placed in the PSMLA Newsletter and on the website. The Publications Committee would like statistics to see how much traffic our website is receiving. Susanne will contact Ron to provide us with this information. The PLF is in need of submissions. The deadline for submission is June 10. The committee recommends a change to the Ad Manager’s section on the website; changing the name to Advertising and to make the first link go to a key link on how to advertise. David will discuss this idea with Junko. The committee recommends removing the current calendar and replacing it with a Google Calendar and to embed all events in the state related to world languages on the calendar.

New Business

Susanne discussed the possibility of inviting Bill Rivers from JNCL to meet with ExCo members on Wednesday evening, prior to the conference, so that those ExCo members who were interested could visit the Capitol and lobby on Thursday while the preconference was being held. Mina and Susanne will work on this together. Debbie Wills has agreed to work on the historical display for the 2019 Conference for the 100 Year Celebration of PSMLA. Debbie has volunteered to go to IUP and look through the archives for materials and information we can use as we prepare for the 2019 PSMLA Conference.

Susanne discussed a plan that the PSMLA Officers would be in touch with committee chairs at various times of the year to monitor the progress of the committees. The officers would meet every other month, on-line, to give updates on their respective committees.

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

Fall Meeting 2017

The fall meeting will be held at the Penn Stater in State College on August 26-27, 2017. John will make arrangements with the hotel.

On a Grande/Espino deValdivia motion, the meeting was adjourned at 12:01 pm.

Respectfully submitted,
Phyllis Rzodkiewicz
PSMLA Secretary