PSMLA Executive Council Meeting Minutes  
The Penn Stater, State College, PA  
April 28-29, 2018


President’s Welcome and Introduction of New Members – 11:05am President Mina Levenson welcomed Council members. The following members were in attendance: Gabriela Appel, Karen Belcastro, Mike Bogdan, Keith Corbitt, Magdalena Espada, Isabel Espino de Valdivia, Kathy Fegely, Megan Flinchbaugh, John Grande, Christina Huhn, Sister Mary Helen Kashuba, Michelle Kindt, Mina Levenson, Susanne Nimmrichter, Phyllis Rzodkiewicz, Abigayle Shin, and Junko Yamamoto. The following member was not in attendance: David Brightbill.

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

Secretary’s Report (P. Rzodkiewicz)
Phyllis reported that we currently have 724 members. New vouchers have been added to the list. Prior to the conference, those who have vouchers that will expire in December will receive a notice to remind them they can use their voucher toward the conference. The person/committee chair who gave out the voucher will contact these members.

Treasurer’s Report (M. Bogdan)
Council examined the Treasurer’s Report while Mike explained the various tabs in the report and he provided information regarding the income and expenditures. He explained that it is difficult to compare month-to-month because of the change in the PSMLA membership year. He also explained the importance of maintaining a healthy balance because we will soon have large bills to pay for the conference and the printing and mailing of the Pennsylvania Language Forum (PLF).

Finance Report (M. Bogdan)
The Finance Committee met several weeks ago. An internal audit will be conducted this weekend. Susanne Nimmrichter and Karen Belcastro will perform the audit immediately after the meeting on Sunday morning. Mike explained that in the future, PayPal buttons would be used for workshops with non-members. John and Mike will put together a proposal via Google Doc to share with the Finance Committee and to bring to ExCo regarding a policy on memorial donations and gifts. There will be a change in the proposed conference rates starting this fall. The presenter registration discount will not be available after the early bird date.

Advertising Manager’s Report – (J. Yamamoto)
Junko reported that approximately 1/3 of the tables at this year’s conference have been sold. Some exhibitors are waiting to see if their conference session proposal has been accepted before reserving a table. The table fee was raised $10 this year to $160. Two conference brochure ads have been sold. Council members were asked to use their connections to help sell tables and secure sponsorships. On a Rzodkiewicz/Fegely motion, the above reports were approved.

Pennsylvania Language Forum (PLF) (M. Flinchbaugh)
Megan would like to improve the release form for submissions for the PLF. The article and the release form would be emailed (not mailed) to the PLF Editor and to the PSMLA Secretary. Megan will investigate
ability to use an electronic signature. Three submissions have already arrived for the 2018 fall issue of the PLF. Megan also suggested that we provide those PSMLA members who have submitted an article with a ribbon for their conference badge. These ribbons will be available for this year’s conference.

**Global Scholars (J. Stewart)**
Jan has done a wonderful job with the Global Scholars program. There are 22 schools in PA that have registered with the PSMLA Global Scholars Program this school year with a total of 69 graduates from these schools.

**Mailing Manager’s Report (N. Campbell)**
Nate explained that emails have been sent out each Tuesday. Occasionally, additional emails have been sent out as needed for important deadlines. Due to the size of our listserv, there is a limitation to our account in the number of mailings that can be sent in a 24-hour period. No more than two messages can be sent in a day. All information should be sent directly to Nate at news@psmla.org. Nate’s requests for website updates will be discussed in the publications committee.

**Act 48 (B. Storey)**
Provider status with PDE has been renewed and accepted. We may need to revamp the various evaluation forms by both participants and presenters. Act 48 hours have been input since the fall 2017 ExCo meeting.

**ACTFL (M. Kindt)**
One of the major initiatives of ACTFL this year is regarding Teacher Recruitment and Retention. ACTFL supports Educators Rising to raise awareness of the general problem of teacher shortages. There are modules on the ACTFL website for high school students who may be interested in teaching world languages. The ACTFL representatives reiterated that the Can-Do Statements are a framework of ideas of how to teach the language based on the proficiency levels; it is not a curriculum.

**PEP (M. Levenson)**
This year the PEP committee received 10 applications. Both the “eastern” and “western” committees met to rate the applications with the following results. There were 2 Gold, 2 Silver, 2 Bronze, and 4 Globe Awards. Congratulations to all who applied! The PEP committee is going to examine the feasibility of converting the application to electronic form. Isabel will explore the option of allowing the schools, if they choose to do so, to submit their application electronically. Electronic submission would make it easier to share files with all PEP readers.

**Historian’s Report**
We do not currently have a Historian. Christina will take back print copies for the archives while she is serving on ExCo since the archives are housed at IUP. Debbie Wills will put together a display for the 2019 PSMLA Conference to celebrate 100 years of PSMLA. Mina will find a historian.

**JNCL (M. Levenson)**
Mina attended JNCL this year on February 15-16, 2018. On a Rzodkiewicz/Nimmrichter motion, council voted to have the Chair of the Advocacy Committee, or a designee, attend JNCL every year. ExCo felt that consistency is a key component to advocacy. Continued attendance is a big asset for PSMLA and is a major part of our advocacy. Having one rep will allow for more networking that will lead to building stronger relationships and build confidence. Kathy Fegely is the new Chair of the Advocacy Committee.
NECTFL (M. Bogdan)
Mike Bogdan represented PSMLA at NECTFL on February 8-10, 2018 in New York City. Ms. Cherie L. Garrett of Dallastown High School was our Pennsylvania Teacher of the Year for 2017. In February 2018, NECTFL awarded the Dodge Award to The Dickinson College Trout Gallery, Dickinson College. PSMLA had submitted their name for the Dodge Award after giving them the PSMLA Merit Award at our 2017 fall conference. NECTFL will be held on February 7-9, 2019.

PACIE (Sister Kashuba)
PACIE will have their fall conference in Pittsburgh this year but will not be on the same date. Sister is unable to attend the PACIE business meeting at their conference this year. Someone from the Pittsburgh area will attend for Sister Mary Helen. In 2019, PACIE and PSMLA will again have a combined conference. On a Espada/Grande motion, the above reports were approved.

New Business
ExCo Meetings
There was discussion about restructuring the PSMLA Executive Council meetings. After much discussion, it was decided that we could not add a day to the PSMLA fall conference for our fall ExCo meeting. On a Grande/Espada motion, council decided to change the August meeting time. The August ExCo meeting will begin at 9 am on Saturday. PSMLA Officers will have their Officers’ Meeting on Friday night over dinner. It is possible that we could be done on Saturday and some might be able to drive home that night. Those who live further will stay over Saturday night and leave early Sunday morning.

Fall Meeting 2018
The fall meeting will be held at the Penn Stater in State College on August 24-26. Isabel will make arrangements with the hotel.

12:45 - 1:45  Working Lunch
The following committees met over lunch: the 2018 Conference Committee (Pittsburgh – Isabel and Mina), the 2019 Conference Committee (State College – Mike, Phyllis, and Susanne), and the 2020 Conference Committee (Philadelphia – John, Keith, and Sister)

1:45-2:45 – Committee Meetings: Advocacy, Awards, and Nominations/Elections
Committees were asked to review the action plan prepared by their committee at the spring meeting, in particular their information on the 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 meeting and upload it to the shared folder on Google Drive so that everyone has a copy, and for Phyllis to use for the minutes.

3:00 – 4:00 Old and New Business (Continued)
Non-Profit Status
PSMLA is classified as a 501c(6). Since we are not classified as a c(3), some businesses are reluctant to provide sponsorships because they cannot write off their donation. There was debate as to whether to go back and make the effort to obtain 501c(3) status. We did update the PSMLA Constitution and Bylaws that would be a first step in the process. Many other state organizations have applied and have obtained this status. On a Fegely/Grande motion, ExCo voted to have Mike, Phyllis, and Maggie pursue and apply to become a 501c(3) during the summer. Maggie has gone through this with another organization and she will also help. On a Fegely/Corbitt motion, council will approve having this move forward once Phyllis has explored the costs of hiring an attorney and maintaining the c(3) status via email.
2017 Conference (M. Bogdan)
The collaboration with PACIE was well received and led to increased overall attendance with additional sessions. PACIE worked to bring Education Secretary Pedro Rivera as Keynote speaker and arranged for us to meet with representatives in Harrisburg as part of our Preconference workshop. The exhibit hall was sold out with a waiting list. Most presenters took advantage of a shared Google folder for session presentations that was appreciated by the conference attendees. Congratulations to Mike and Jan for a successful conference.

2018 Conference (I. Espino deValdivia and M. Levenson)
The 2018 Conference will be held October 11-13, 2018 at the Sheraton Pittsburgh Hotel at Station Square in Pittsburgh. The conference title is: Get to the Point: Languages Matter. Attendees who drive in will have to pay $15 per day for parking at the hotel. On a Rzodkiewicz/Grande motion, with one abstention, council voted to keep rates the same as those for 2017 or to allow an increase up to $10. Votes will be made via our spreadsheet in Google Drive. The committee has arrangements made for the preconference morning workshop on technology, games, and gaming with Silvina Orsatti and an afternoon tour of Duolingo Headquarters. The committee has arranged for Dr. Luis von Ahn to deliver the Keynote during lunch on Friday.

4:00 – 5:00 – Committee Meetings: Membership, Professional Development, and Publications.
Committees were asked to review the action plan prepared by their committee at the spring meeting, in particular their information on the 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 meeting and upload it to the shared folder on Google Drive so that everyone has a copy, and for Phyllis to use for the minutes.

5:00 - 5:15 Upcoming Meetings
The fall meeting will be held on August 24-25, 2018. Isabel will make arrangement with the Penn Stater. Council members were reminded to meet downstairs at 7:45 for breakfast and regional meetings.
On a Grande/Corbitt motion, the above reports were approved and the meeting was adjourned at 5:15 pm.

Sunday, August 29, 2018
7:45-8:45 Breakfast in the Gardens restaurant. Council members met over breakfast by regions to discuss professional development and regional projects for the academic year 2018-9.

At 9:05 am, President Levenson welcomed Council members. The following members were in attendance: Karen Belcastro, Mike Bogdan, Magdalena Espada, Isabel Espino de Valdivia, Kathy Fegely, Christina Huhn, Michelle Kindt, Mina Levenson, Susanne Nimmrichter, Phyllis Rzodkiewicz, and Abigayle Shin. The following members were not in attendance: Gabriela Appel, David Brightbill, Keith Corbitt, John Grande, Sister Mary Helen Kashuba, and Junko Yamamoto.

Standing Committee Reports
Advocacy (M. Levenson)
Kathy Fegely is the new Chair of the Advocacy Committee. The committee has asked that we contact our specific state senator and/or representatives and ask them to implement world language standards for PA. They will work to get the ACTFL Standards to be placed on the PDE website. They will be sending out a sample letter soon to council and to our membership they can modify and send out. There will be two copies of the letter, one for ExCo members and one for the general membership. PSMLA will have a chance to review and redact the guidelines for a PA Seal of Biliteracy that is being developed.
Awards (K. Fegely)
Keith Corbitt is the new Chair of the Awards Committee. The Awards Committee selected Kelly Roberts as this year’s winner of the Cemanahuac Award. There were many excellent candidates for Outstanding High School Senior. The committee rated the applications and the winners are: 1-Sophie Young, Oakland Catholic HS; 2-Alana Siegler, PA Leadership Charter School; and 3-Jason Smith, Wissahickon HS. Congratulations letters will be sent to the students, teachers, and administrators. Rich Madel was selected as the 2018 PA Teacher of the Year. His information will be forwarded to NECTFL. Erica Shafran was nominated and selected for the PSMLA Outstanding K-12 World Language Educator of the Year. Cathy Altmeyer from Washington & Jefferson College was nominated and selected for the PSMLA Outstanding Post-Secondary World Educator of the Year. The conference committee recommended Dr. Susan Polansky from Carnegie Mellon University for a Merit Award. Council approved this nomination. The TOY candidate will mentor next year’s candidate. There was discussion that the TOY candidate should be nominated. The Awards Committee also recommended the following names be submitted to NECTFL. They nominate MCRC from Erie for the James W. Dodge Award and Sister Mary Helen Kashuba for the Nelson Books Award. There was discussion about purchasing a professional “PSMLA Backdrop” that we can use for pictures at the Conference Awards Ceremony. On a Shin/Espada motion, Keith will look into pricing and we will vote via email so we have this backdrop prior to the fall conference.

Nominations/Elections (I. Espino deValdivia)
The committee will work to clarify the information on the website on how to nominate someone to run for Executive Council. A news mailing will go out in which we detail the call for nominations. We need representation from across the state. All nominees for council must have been members of PSMLA for at least one year. All materials will be submitted electronically. Voting will, again, be done electronically.

Membership (M. Kindt)
Membership dues will remain the same. The membership year now runs from July 1 through June 30. In May, Michelle will be sending out a notice, via email, to remind members to renew their membership. This will be followed up with a letter that will be mailed to those that have not renewed after the email reminder. There was discussion about adding a survey, on colored paper, to the conference materials for the next three years. The survey would look at the needs of our members. What are they looking for? What can we do for them that we are not doing now?
The committee asked Susanne to investigate if the website can send out a message and if Pay Pal can be used to purchase a School Group Membership. Currently, to purchase a School Group Membership, a printed form must be mailed in with check(s) for those paying for membership. For next year, Michelle will investigate the cost of mailing a postcard to PA schools with information about the School Group Membership.

Professional Development (M. Espada)
Maggie reported that there are areas of concern with professional development, especially in the northeast part of the state. They will check with the IU in the region to see if they can host a one-day workshop after school. This would give teachers in that area the opportunity to talk with one another and share ideas. We could possibly provide pizza for their dinner.
There was also discussion about finding an area on our website where we could share SLOs and IPAs. Once these are in place, we could offer a sample IPA. Join PSMLA because we have a hub of IPAs, SLOs, etc. They might start with 6-10 SLOs that are templates for teachers to use.
We could also offer alternative professional development such as webinars or Twitter Chats on Thursday night from 8:00 – 8:30 PM. Topics are open. Maggie does Live Chats and gets info she can use the next day in class. We could also invite members to join a chat that is already going on. Maggie will help manage this until she leaves the area. This is a way to get world language educators to talk with one another. We can give them
ideas, then encourage them to attend the conference to meet face-to-face and learn more. Maggie will start this Twitter Chat.

**Publications** (C. Huhn)
It is the recommendation of the committee that we purchase the Site Care Package. Antoine is offering a 50% discount. The price would be $390 for one year instead of $780. ExCo members were reminded to check the webpage to make sure the links are working and that all information is accurate. All news items should be sent to Nate at [news@psmla.org](mailto:news@psmla.org). Information should be formatted correctly so Nate will not need to edit. Information for the website should be sent to Christina and CC to Susanne. This will then be sent to Ron for the website.

There was discussion about sending an article for the PLF. Is there a contract agreement they should sign? Do we need a media release for everyone, or only for those under the age of 18? Mina will investigate. Information for the PLF should be sent to Megan at [Palanguageforum@psmla.org](mailto:Palanguageforum@psmla.org).

A motion was made by Christina to approve the purchase of the maintenance contract at $390 for one year. Ron will keep track of what we get for the money we are spending. Abby and Michelle will do Twitter and Christina will do Facebook.

On a Bogdan/Belcastro motion, the above reports were approved.

**Conference 2019** (M. Bogdan, S. Nimmrichter, P. Rzodkiewicz)
The 2019 Conference will be held on October 24-26 at the Penn Stater in State College. Susanne will write to AATG and Mike will contact AATF (Karen, Michelle, and Sister). We definitely want to get the AATs involved soon before they schedule their professional development for next year. We would like to have one strand of Immersion Sessions. We will contact PACIE to discuss our idea for the Theme: Our Past-Our Present-Our Future. We are working with Christina Good and PACIE to get things underway for the conference.

**Conference 2020** (J. Grande)
John Grande will be the chair of the 2020 conference.

On a Fegely/Espada motion, council approved the above conference reports.

**New Business**

**Central Region Workshop**
The workshop at Messiah College in the spring was a success. The Merit Award Winner, the Dickinson College Trout Gallery, Dickinson College will offer a free tour in French, German, and Spanish. Teachers can take advantage of the free tour and a small collaborative session incorporating art in the world language classroom. Lunch will follow. This will be more social with light professional development for the fall.

The above report was approved on a Belcastro/Huhn motion.

On a Nimmrichter/Espino deValdivia motion, the meeting was adjourned at 11:15am.