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

April 26-27, 2019

Friday, April 26, 8:30 – 10:00 pm – The PSMLA Executive Council officers met separately to prepare for the weekend: Mike Bogdan, Isabel Espino deValdivia, John Grande, Susanne Nimmrichter, and Phyllis Rzodkiewicz.

Saturday, April 27, 2019

7:45-8:25 Breakfast in the Gardens restaurant. Council members met over breakfast by regions to discuss professional development and regional projects for the academic year 2019-2020.

President’s Welcome and Introduction of New Members – 8:39 am 1st Vice-President John Grande chaired the meeting and welcomed Council members since President Mina Levenson was unable to attend the meeting. The following members were in attendance: Gabriela Appel, Karen Belcastro, Mike Bogdan, David Brightbill, Wilma Dunkle, Isabel Espino de Valdivia, Kathy Fegely, Christine Fisher, Megan Flinchbaugh, Cherie Garrett, John Grande, Christina Huhn, Sister Mary Helen Kashuba, Susanne Nimmrichter, Silvina Orsatti, Phyllis Rzodkiewicz, and Junko Yamamoto.

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

Secretary’s Report (P. Rzodkiewicz)
Phyllis reported there are currently 733 members. There are 438 members whose membership will expire in June 2019. Isabel will be sending an email to those 438 members reminding them to renew their membership with information about the deal for this year: Join for 3 years for $100 in honor of the 100-year Anniversary of PSMLA. Council examined the List of Vouchers. ExCo members in charge of PEP and workshops were asked to send a reminder to those who have not yet used their voucher to remind them they can use their voucher toward payment for the fall conference.

Treasurer’s Report (M. Bogdan)
Council examined the Treasurer’s Report while Mike explained the various tabs in the report. He provided information regarding the income and expenditures. Our year-end balance shows that we are doing very well but a few years ago, this was not the case.

Finance Report (M. Bogdan)
The Finance Committee met several weeks ago. Mike explained that the external audit will occur in May, after tax season. Mike will prepare the necessary paperwork for the audit. Mike presented information regarding our desire for PSMLA to obtain 501c(3) status. The last filing to the IRS was made in December when Mike was told the process could take 4-6 months. Mike explained there is no clear way to get an update in the interim until a final letter is sent by the IRS.
Council examined the 2019 Conference budget. On a Fegely/Belcastro motion, council voted to approve the 2019 Conference budget. There were several conference registration items that were discussed: 1) On a Grande/Espino deValdivia motion, council voted to limit the number of persons on a panel to 4 persons. This will take effect with the 2020 conference. This will appear on the conference form. 2) In an attempt to encourage retirees and past council members who are retired to attend this year’s anniversary conference, it was decided that retirees will be permitted to register for the conference at the presenter rate. 3) Sponsors will continue to receive a complimentary membership for one year upon completion of their registration form. On a Fegely/Huhn motion, council voted to approve #2-3. 4) On a Huhn/Fegely motion, council approved the motion that
Conference presenters are not eligible for a cancellation voucher. They are, however, eligible for a refund by the refund deadline. This is only for presenters, not for conference attendees.

**Advertising Manager’s Report** – (J. Yamamoto)
Junko reported that the sale of tables for this year’s conference is going very well. Some tables are being held for PACIE because some of their sponsors do not commit until much closer to the conference. Ads have been placed for the PLF and for the conference brochure. Council examined a diagram of the layout of the exhibit hall and the tables that have been sold to date.

**Pennsylvania Language Forum (PLF)** (M. Flinchbaugh)
We have a problem with not getting enough articles for the PLF. At last year’s conference, Megan passed out a survey during lunch and only 18 surveys were received and some did not answer all the questions on the survey, especially the open-ended questions. There was some discussion that perhaps June 1 is not an ideal deadline for submissions. Perhaps having an earlier deadline would help generate more submissions. Presenters of workshops and the conference have been encouraged to submit an article. Many seem interested but very few actually submit an article. Discussion will continue in the Publications Committee.

**Global Scholars** (J. Stewart)
As of April 24, sixteen schools registered 80 PSMLA Global Scholars Graduates for 2019. A school from Spain has expressed interest in submitting an application to become a PSMLA Global Scholars School. This is a bilingual school in Málaga that is looking for ways to improve their program. Jaime García Prudencio, a Spanish lecturer at Penn State in the Department of Spanish, Italian, and Portuguese, as well as the College of Agricultural Sciences, is mediating the registration of the school from Spain. Jaime is also proposing a collaboration between the College of Agricultural Sciences and the PSMLA Global Scholars program and has applied for funding to do so. This may attract more schools to the PSMLA Global Scholars program and more members to PSMLA, particularly from rural areas of the state.

**Mailing Manager’s Report** (N. Campbell)
Emails continue to be sent out each Tuesday. Nate recommends that PSMLA consider purchasing a monthly plan that would allow us to have the ability to send more than one message per week. Another option would be to “clean up” the mailing list. This was not discussed at the meeting.

**Act 48** (B. Storey)
The report shows those who have received Act 48 for workshops, etc. All teachers received hours only after completing the online evaluation form two weeks after the event. Those in charge of workshops must complete a document found in the Act 48 folder and must first be approved before we will consider granting act 48 for non-PSMLA Sponsored events.

**ACTFL** (M. Levenson)
The ACTFL Delegate Assembly focused on improving teacher proficiency and teacher recruitment. David Little, Professor Emeritus at Trinity College, Dublin, argued that the autonomy of the learner is paramount to the development of linguistic proficiency. Mina spent time speaking to and interacting with the exhibitors to thank those that have attended PSMLA conferences and to try to interest others to exhibit at this year’s conference.

**PEP** (M. Levenson)
There were 20 submissions this year. This was the first year for submitting online applications for PEP. Seven applications were submitted online. There were 5 schools that submitted a PEP application for the first time. Please visit the PEP Showcase on the PSMLA website for more information on the PEP schools. The committee
would like to send a special thank you for all the support and assistance in the realization and rating of the PEP applications.

**Historian’s Report** (G. Appel)
Gabi Appel is the new historian for PSMLA. In March 2019 she drove to Stapleton Library at Indiana University where the PSMLA archives are housed. Gabi will share the information she learned with Debbie Wills and Thekla Fall as they put together a display for the 100-Year Anniversary Conference of PSMLA. Gabi will be making another trip to IUP in June. We are grateful that Gabi has taken on the role of PSMLA Historian.

**JNCL** (K. Fegely)
On February 13-15, Kathy Fegely represented PSMLA at the Advocacy Day in Washington DC. Rosalina Beard from Harrisburg Community College and Kathy represented PSMLA and met with representatives with the focus to encourage support of several key bills. Rosalina and Kathy attended a session titled “Building a Grassroots Advocacy Network” which focused on a successful program for dual-language learning developed through parental influence in DC. Rosalina and Kathy agreed that PA needs to develop goals and a timeline to achieve those goals in advocating for world languages at the state level. They believe that a state advocacy day in Harrisburg is a must to begin improved communication with state representatives and senators.

**NECTFL** (S. Nimmrichter)
The NECTFL Conference will be held February 7-9, 2020 at the New York Hilton Midtown. Session proposals are due no later than May 3. The call for proposals has been sent through PSMLA News.

**PACIE** (Sister Kashuba)
Mina attended the PACIE meeting last year because PACIE was in Pittsburgh. This year, again, PACIE and PSMLA will have a combined conference as PACIE celebrates their 50-Year Anniversary and PSMLA celebrates their 100-Year Anniversary.

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

**9:45-10:45 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.

**11:00 – 12:00 Committee Meetings: Membership, Professional Development, and Publications**

**12:00 – 1:25 Working Lunch**
The following committees met over lunch: the 2019 Conference Committee (State College – Mike, Phyllis, and Susanne), the 2020 Conference Committee (Philadelphia – John, David, and Sister), and the remaining ExCo members discussed possible sites for the 2021 conference.

**Standing Committee Reports**

**Advocacy** (K. Fegely)
Kathy pointed out that the Advocacy section of the website needs much work. We need to update the section to reflect our position on world languages in PA and create a document for advocacy tools to be shared with our membership. The Seal of Biliteracy is in discussion in the State. We also need to prepare information for the website to share with members whose world language programs in their districts are in danger. A motion was made by the committee, and seconded by M. Bogdan, that the current president of PSMLA has permission to send a letter, written by the Advocacy Committee, to school boards and superintendents, etc.
The letter will come from the current PSMLA President with the name of the specific person to whom to respond.

**Awards** (K. Belcastro)
Karen Belcastro is the new Chair of the Awards Committee. The committee has made the recommendation, with a second by Cherie, to change the deadline for the nominations for PSMLA awards to March 1 so all nominations are due at the same time. Teachers must be members by January 1. There were excellent candidates for Outstanding High School Senior. The committee rated that applications and the winners are: 1-Kyla Carothers from Boiling Springs High School; 2-Lauren Beharry from Dallastown Area HS; and 3-Marianne Fitzkee from Manheim Central HS. Congratulatory letters will be sent to the students, teachers, and administrators. The committee removed the Honorable Mention category for Outstanding High School Senior. Megan Flinchbaugh was selected as the 2019 PA Teacher of the Year. Her information will be forwarded to NECTFL. Devin Browne was nominated and selected for the PSMLA Outstanding K-12 World Language Educator of the Year. Heather Dravk, from Messiah College was chosen for the PSMLA Outstanding Post-Secondary World Educator of the Year. The committee recommended these names with a second from Kathy. Karen will contact this year’s award winners to make sure they have submitted their bios for the conference program and that they have registered for the conference.

**Nominations/Elections** (S. Nimmrichter)
This year we will need to approve the slate of officers. There are two Officer positions open. Phyllis Rzodkiewicz will resign as Secretary at the end of this term (December). Any candidate for Second VP shall be nominated by a combination of members of the Nominating Committee and officers, to be approved by Executive Council. Susanne asked that anyone on Council who is interested in the VP or Secretary position should contact Susanne by May 31. The committee will discuss and by mid-summer, the slate will be prepared and approved by ExCo.

There are three positions for ExCo members this year. All ExCo members whose term expires are eligible to be nominated. A maximum of two candidates per position can be on the ballot for the fall elections. Susanne has a timeline for nominations and elections from the Policies Document. Voting will again take place the first two weeks of September. Mike recommended that the Chair of Nominations or a designee will take care of providing an orientation for new board members. This orientation should begin in December and January so they are prepared for their first meeting in April.

**Membership** (I. Espino deValdivia)
Isabel will email a renewal notice in May to the 438 members whose membership will expire in June. There will be a special membership offer of $100 for 3 years in honor of the 100-year Anniversary of PSMLA. This deal will be in effect until after this year’s conference. We would like to see more posts on social media for PSMLA. We would like to announce the conference and workshops, encourage participation in PEP, and announce the various awards, etc. Jan and Christina often post on Facebook. Silvina will post on Twitter and Megan will post on Instagram. Someone will check with Abby and Michelle to see who has the login information. We also need someone to coordinate what to post. There was discussion about having a session at the conference, or some time, to allow people to stop by and learn about ExCo, and how they can become involved in PSMLA without being a PSMLA board member. We discussed having a photographer for this year’s conference.

**Professional Development** (D. Brightbill)
The committee would like to make an impact for membership and do more outreach. Is there a way we can work with the IUs and sponsor workshops? Is there a way we can provide training on professional development days? The committee has recommended changes for the professional development area of the website. They would like to rename the Links tab to Resources and add subpages for SLOs and IPAs (both
password protected. The committee would like to have a concerted effort made to have the titles of conference presentations and presenters’ names and affiliations on the website this year by late summer. One charge will be on Best Practices. There continues to be discussion about how best to offer professional development opportunities to world language educators in the Scranton, Wilkes-Barre, and Williamsport areas. ExCo has already agreed to support a one-day workshop in the area with money for food. Perhaps a small team of ExCo members could run the event.

**Publications (C. Huhn)**
Council members were reminded that information sent to Nate must be in a format ready to be published. Formatting is not Nate’s responsibility. This year there may be a special edition of the PLF. The PLF began in 1992 and it used to be called The Bulletin. Christina and Megan are brainstorming ideas to be included in the PLF in conjunction with our 100-year Anniversary Conference. Gabi has also been up to IUP to visit the PSMLA archives. Silvina, Christina, and Megan will collaborate to find the best photos from the past years. Christina and the committee will look at other organizations to see how they communicate with their members. Committees were reminded to send updates for the website to Christina. She will work with Ron and Susanne to get the changes on the website.

The above reports were approved on a Fegely/Brightbill motion.

**2:50 Webmaster’s Report (R. DelPorto)**
Ron explained in his report that the Site Care Package has been helpful in several cases. He listed the times when he received help from Antoine for various areas. Ron also renewed the PSMLA.net and PSMLA.org domains.

**3:10 Conference Reports**

**2018 Conference** (I. Espino deValdivia and M. Levenson)
The 2018 Conference was held October 11-13, 2018 at the Pittsburgh Sheraton Hotel at Station Square. Dr. Luis von Ahn, co-founder and CEO of Duolingo presented the Keynote on Friday. The Pre-conference workshop was led by Silvina Orsatti on “Digital Games for Language Learning” and participants also spent half the day on a tour at the Duolingo Headquarters. There were 222 persons in attendance. Thank you to our membership for their support of PSMLA.

**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. Conference registration rates have been set and registration is now open on the website. The chairs have met monthly with Nicole and Jeff from PACIE to work through conference details. Eileen Glisan and Rick Donato will present the Pre-conference workshop on Using High-Leverage Practices to Enact the Work of Language Teaching. The Keynote speaker on Friday will be Don Gentile from NSA. The length of lunches has been reduced. Nate is working on planning a possible Anniversary Celebration for Friday evening. For this year’s conference only, in honor of the 100-year anniversary of PSMLA, past presidents and winners of the Frank Mulhern Award will receive complimentary registration for the conference. Council approved this Bogdan/Grande motion unanimously. The Awards Ceremony will be held on Saturday at this year’s conference. However, if there is someone who is unable to attend on Saturday, they will receive their award on Friday. Both PACIE and PSMLA will have an Anniversary Display, showcasing the history of each organization.

**Conference 2020** (J. Grande)
PSMLA 20/20 – Sharpen your Vision with Languages and Cultures will be held in Philadelphia area. When the conference location has been chosen, they will work on the Save the Date card to be distributed at this year’s
conference. They visited a conference center in Lafayette Hill and will continue to investigate a few other venues.
On a Espino de Valdivia/Belcastro motion, council approved the above reports.

3:20 Regional Reports
Southwest
ACTFL will work with APPLES and will sponsor an OPI workshop during the summer of 2020. There was discussion about using social media to recruit young members.

Central
Mike pointed out that there were 45 people in attendance at the Messiah workshop in April. The workshop dealt with maintaining target language use in the classroom. Next year they will work on bringing in a speaker.

Southeast
A workshop is not being planned for next year since they are in charge of the conference in 2020.

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

New Business
Sister Mary Helen Kashuba was recognized for having received the Nelson H. Brooks Award from NECTFL. Megan is this year’s TOY and is also the representative for LILL. LILL is a new initiative by ACTFL. Every two years, they train a rep from each state for networking, expanding their reach, being a better advocate, and meeting similar minded people with whom to collaborate. The goal is to help them become better future leaders in the state. The state organizations help cover some of the out-of-pocket expenses. There was a reminder that the general membership is welcome to serve on a committee. They will not be able to access the shared drive or yahoo list but they can serve on committee. This may help plant the seed to get them interested in running for ExCo. Some states have a part-time Executive Director. This would involve funds. Are we at a point where PSMLA is in need of a director?

Officers were reminded that they are in charge of a committee and should encourage the committees to connect between ExCo meetings. Officers meet between meetings and will follow up with the committee chairs.

Fall Meeting 2019
The fall meeting will be held at the Penn Stater in State College on August 17, 2019. Isabel will make arrangements with the hotel.

On a Fegely/Grande motion, the meeting was adjourned at 4:10 pm.