ExCo Meeting Minutes
Date: Sunday, April 16, 2023 from 1-4 pm via zoom

Attendees: John Grande, Jennifer Campbell, Nathan Campbell, Junko Yamamoto, Cherie Garrett, Debra Faszer-McMahon, Wilma Dunkle, Edith Guay, Michael Bogdan, Karen Belcastro, Isabel Espino de Valdivia, Sister Mary Helen Kashuba, Christina Huhn, Natalie Puhala, Katie Geare, Mary Wells, Sarah Thatcher, Megan Flinchbaugh, Silvinna Orsatti, Olivia Grugan

President Isabel Espino de Valdivia called the meeting to order at 1:03

1:02 p.m. Organizational Reports

- President’s welcome – Isabel
  - Thank you committee members and chairs
  - Thank you for those involved in workshops and webinars
  - Thank you to conference committee
- Approval of minutes
  - done via email
- Secretary’s report – Natalie
  - Mass email going out to members with 2023 expirations
- Treasurer’s report – Mike/Wilma
  - Mike is still serving as Treasurer, has been waiting for workshops to be over, change to Wilma will happen in next few weeks. Will notify board
- Finance Committee report – Mike /Wilma and Megan
  - Income from dues is down
  - Will move to Paypal Zettle for conference
- Advertising Manager’s report – Junko
  - Savvas and Balance for Educators are only sponsors so far
  - Vista waiting for conference proposal to be accepted, but they haven’t submitted one yet
  - Wayside will receive AAT discount for table
  - Concerned that there is nobody to mentor before Junko leaves
  - Isabel- officers will consider proposal for Conference Coordinator position
- ACT 48 – Mary
  - Hours not uploaded yet, Mary waiting for her application to be approved
  - Mary will email members waiting for hours to let them know about delay
- Global Scholars – Jan
  - Big jump in number of students, 142 up from 86 last year
  - Jan requests if an Exco member to work with her so she can mentor them to pass on the job
• PEP – Isabel
  ❖ Updated list of schools for 2023 will be on website soon
  ❖ Want to increase vouchers value since all costs going up
  ❖ Mike said most vouchers go unused. 9 issued last year. Only 3 used them last year. Voucher should expire that same year issued, not 2 years. This would encourage them to use for immediate events.
  ❖ Isabel- committee needs to discuss
  ❖ Christina- do we follow up to remind them to use voucher? They may be losing vouchers
  ❖ Isabel- we do not follow up
  ❖ Debra- agrees with Mike and Christina, there should be follow up
  ❖ Natalie- our district paid for all PEP expenses, voucher not needed
  ❖ Isabel- our school did not pay, so we used it for membership
  ❖ Sister- are we voting on raising vouchers? We need to vote proposal
  ❖ Isabel- proposal is to increase vouchers Silver to $75, Bronze to $50
  ❖ Megan- we are suggesting many increases across the committees, we should have conversations with committees about finances
  ❖ Motion passes
  ❖ Mary- my school won Gold PEP, her Dept Chair gives feedback for different sized schools. They have a large school and department, Chair felt there should be separate categories for big schools and small schools. It is very difficult to get 90% involved for a large department.
  ❖ Cherie- applied this year, took hours to compile data, is there any way to streamline the process, it is overwhelming to apply.
  ❖ Sister- one school gave every single document, it is a lot.
  ❖ Edith- it is not streamlined process, read some applications and it was a lot of work
  ❖ Isabel- please add comments to report, we will work to make it better

• JNCL- Cherie
  ❖ WLARA Grant for schools with military affiliation was approved.
  ❖ World Leap being written, like FLAP grant but through Dept of Ed
  ❖ The Best Act-to offer federal funding to help schools offer Seal of Biliteracy

• NECTFL- Wilma
  ❖ Meeting of States in different format this year, working with JNCL to strategize and promote advocacy
  ❖ There is push to connect with each of state organizations
  ❖ Isabel- we were contacted for conference info
  ❖ Wilma- our website is linked on their page, NECTFL trying to highlight states

• PaCIE- Sr Mary Helen
  ❖ Not a lot going on, main focus is prep for fall meeting in PGH Oct 13-14 at Pitt.
  ❖ They are looking for proposals and nominations for awards

• PA Language Forum editors- Christina and Nate
Newest edition is now out
Committee members please take a look at responsibilities, leave feedback
Aug 1 is deadline for submission
Please submit for peer review, especially post-secondary

PSMLA News editor- Nate
We updated website to include example of how to submit a news item
Please use format as requested so that Nate does not have to create content

Webmaster’s Report--Susanne Nimmrichter
Asking for each committee to check website for requests on what to edit
Many changes already made since last meeting

Social Media-Christina and Katy
Christina- when submitting FB/Twitter post, include an image
Katy- Instagram still up in the air. We would like to increase social media presence

Approval of the organizational reports

Motioned by: Isabel

No discussion, All approve

1:44 Standing Committee Reports
Short summary if needed, Questions and Voting only, please

Awards Committee-- Edith Guay
Working on travel grants to replace Cemanahuac
Travel & Education and other organizations will be approached
Promote sponsoring conference registration for a student teacher? Please leave comments on report
No TOY applicants, please help us with nominations
Karen- Outstanding Educator, please send us ideas

Advocacy Committee--Cherie Garrett
Our main initiative is how to promote WL teaching and ways to connect
Looking to offer scholarship for a student going into WL Teaching with free conference registration
Megan asked how to fund? Pass basket around at conference or code to scan for donations, perhaps PSMLA could match (with a limit)
Debra- strongly agrees, any incentive would be helpful
Edith- important to support HS students
Christina- possible to add a button to website to donate to scholarship?
Debra- will add to Membership Committee discussion for next meeting
Karen- requirement for students to stay in state for college?
Edith- scholarship will have to be developed
Christina- if we want to support state, we should consider in-state requirement
Sarah- make it an advantage on a rubric, but not requirement
Olivia- I studied out of state, there may be different paths for different people
Jen- agree, make a priority, not requirement
Cherie- we have time to work on this with Awards committee, would like to see process underway to ask for donations at fall conference, to spark interest
Mike- there are already scholarships that go unused through NECTFL. Vista started a $1k scholarship for each region. There were very few applicants. ACTFL also offers scholarships. Is there a way we can incentivise teachers to bring students to conferences? He brought students to the workshop to make them more involved (instead of sending a check.)
Cherie- agrees with Mike, make students involved in conferences, consider a junior/senior scholarship. To be discussed
Christina- the idea overall is good
Triple number of schools for Seal of Biliteracy this year expected!
Messiah workshop had 10 minute presentation for it, very helpful
Hoping to have same response at conference
Will give schools recognition at conference
Christina- any further updates on STAMP vs. AAPPL for ACE?
ACE has approved the STAMP 4S test because of sponsorship, ACTFL has to pay to be approved to receive ACE credit for AAPPL. Cherie asked ACE but did not get a direct response. ACTFL will have to pay lots of money to be approved.
Christina- universities can give credit for AAPPL but they have to set it up themselves
Cherie- on AVANT website, Seal of Biliteracy credits to be received per level are listed
Cherie- asked Gov Shapiro about WL Supervisor, will apply if opens up

● Publications Committee--Megan Flinchbaugh
  Please leave feedback on report
  Job descriptions updated
  Increase to stipend for editors considered
  Proposal to change to name to Communications committee
  Mike- Publications is in by-laws, would have to edit, inform members at fall conference for vote
  Debra- if we have to take full membership, is there value in making it Publications and Communications.
  Sister-that changes proposal, would have to take back to committee
  Megan- maybe we should table until Officers look over bylaws
Christina- let officers look at any other changes that may be necessary
Megan- tabled until we meet again and will revisit in August
Motion to remove separation of sub-committees as no longer needed (PLF and Website).
Motion passes
• Professional Development--Jen Campbell
  2 workshops- 25 attendees at West Chester, 38 attendees and 3 new members at Messiah
  Fall Conference next event
  Changed charge, new goal is to become clearinghouse for all events in PA for PD
  Jen created google calendar for events, please let us know of events
  Asked Susanne to embed this calendar on website
  Debra- love calendar, can anyone add to calendar?
  Nate says anyone in our PSMLA suite can access calendar
  Christina- if I want my student teachers to see it, can they link? Yes
  Jen- you can even add calendar to your phone
• Membership--Debra Faszer-McMahon
  No items to vote on today
  We are trying to dig out of Covid to reconnect with members
  We are down members from past, but we are starting push for membership
  Offering renewal incentives for spring
  Group membership to continue, will look at logistics
  New to profession membership offered
  Want to use social media more, committee members will push
  Please share any ideas/comments in document
• Nominations/Elections-- John Grande
  3 Exco seats open at the end of year. Karen, Edith and Debra. Karen has completed 2 terms so looking for new names.
  Potential nominees were discussed
  Need more people from diverse backgrounds
  Suggestions for Second Vice President? Send to John
  Debra- question on recruiting and diversity, is there flexibility for those who have been active in profession but perhaps not just PSMLA
  John- we are open for names, please send his way
  Christina- look at qualifications first
  Junko- good point, we need qualified candidates
  Mary- this issues we have with finding board members or nominations stems back to need to expand our membership, making more awareness of PSMLA, needs to be a focus over next year or two
  Cherie- we need to push benefits of PSMLA
  Isabel- and more events to attract more people
  Mary- I would like us to do workshop in Lehigh Valley, would be willing to plan
  Sarah- Seal of Biliteracy should bring us more recognition
Strategic Committee-Mike Bogdan
- Was ad hoc committee, not meeting any more
- Report now has dates for roll-out of 3 year strategic plan
- Looking to form subcommittees to do preliminary work
- Goal 1 - Mary volunteered to lead, and will improve membership among different populations. Megan, Christina, and Jen volunteered to help already. Looking for k-12 teachers or less commonly taught languages. We need to self-promote and to spread to different parts of the state. Need flyers, postcards, informational meetings to promote PSMLA.
- Isabel- we have brochure/postcard in drive ready to use
- Mike- please send out email asking for volunteers for this committee
- Goal 2- Cherie to promote Seal of Biliteracy, looking for helpers to spread the word, if you belong to other organizations, or in higher ed.
- Cherie placed flyer in drive, please print and distribute at any events
- Goal 3- reaching out to connect hs to college, Cherie also interested to lead since already a part of advocacy
- at fall meeting we will discuss more
- Mike- any of these issues similar to work already done in committees are just new ideas, not replacing work already being done

Approval of the standing committee reports

Motioned by: Isabel

No discussion, All approve

2:42 Conference & Regional Reports
- Conference 2023 -- Natalie and Silvina
  - Silvina- thanks to all who have submitted a proposal. We only have 18 so far.
  - Technology Garden- first time in 2019, similar to poster sessions, 10 minutes to share technology ideas. Please consider sharing, to be held after lunch Saturday
  - Please help us come up with possible presenters
  - Pre-conference workshop- thanks to Debra and Karen for working with Fallingwater to create content. Description/title not available yet
  - Keynote will be Jose Ricardo
  - Schedule has been set
  - Natalie-working on sponsorships is focus right now
  - Please bring back language lotto items from your travels. We have plenty of Spanish, looking for other languages
  - Silvina- working on translations for Fallingwater, they are not charging
us for the event so we are providing translations as payment, there is a folder to be organized by Silvina, will be an email to ask for additional help. We have Spanish, Italian, Japanese and Portuguese. German still missing but Cathy Altmeyer will do. Karen and Edith will work on French. Olivia will help with Arabic. Hoping to have it completed by the end of July.

- Junko- look at English format, you can cut and paste into AI, then correct so that it is not as time-consuming.
- Silvina- please help with sponsorships and presentations. We need 40, but only have 18. Hoping to have 10 tech garden sessions.
- Mary- if we have less sessions than we want, can we do a roundtable or panel to take up sessions. Could be feedback from members, like in edcamp, sharing ideas. Would like to do a roundtable about heritage languages.
- Silvina- great idea, we can definitely do round table sessions, please submit ideas.
- Silvina- casual dress for conference will be suggested
- Debra- ASL translation needed? Will ask Fallingwater
- Mike- if you get more than 40 do we have more rooms? Yes.
- Junko- exhibit hall visual on website, asking for more tables to be added for exhibitors
- Christina will help with Sched app, already has preliminary information

- Conference 2024-Philadelphia
  - ACTFL- no info until October 2023
- Conference 2025???
  - Looking for proposals/bids for central location
  - PennStater has been bought out and not as flexible as before. Packages only. Looked at our one day meeting, but haven’t looked at conference pricing.
  - Isabel- any volunteers please let us know
  - Christina- PennStater makes sense for 2025 in rotation for central
  - Mary- York would be great location
  - Debra- and Gettysburg

- Regional Reports
  - Christina- bring back regional discussions at in-person meeting

Approval of conference and regional reports

Motioned by: Isabel

No discussion, All approve
3:20—Old & New Business:

- Spring Meeting is Virtual and August Meeting is In-Person
  ❖
- Responsibilities, Procedures and Policies Document-Committee Chairs please check that the document is up-to-date (John Grande)
  ❖ John- if you notice any changes that need to be made, please send details
- Fall ExCo meeting
  ❖ Mike-August meeting, all attending except 1. PSMLA will make reservations, covered by organization. $4k investment to meet in person, so please let Mike know if you can’t make it.
  ❖ Isabel- will be our first post-covid meeting so it will be very special and we can accomplish more than in virtual meetings.
- LILL Candidate
  ❖ Three applications, officers narrowed it down to two
  ❖ After discussion there was a motion to approve Mary Wells as LILL candidate. Motion approved.
- Good of the Order
  ❖ Sister- Jean Copeland, former PSMLA board member and an AATF President, passed away yesterday. Isabel will send a card.
  ❖ Sarah Thatcher will be the new AATF chapter President.

Adjournment

Isabel Motioned for Adjournment all approved at 3:32 pm