ExCo Meeting Agenda
Date: Sunday, January 29, 2023 from 1-4 pm.

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

Absent: Susanne Nimmrichter, Karen Belcastro, Debra Faszer-McMahon, Nate Campbell

1:00 p.m. Organizational Reports

- President’s welcome – Isabel 1:03
  - Welcome to Olivia and Sarah! Thanks to Edith and Debra for accepting to be their mentors.
  - Thanks to Junko for being Act 48 rep last year and to Mary for taking over.
  - Karen is on leave. She is doing well - best wishes!
  - Reminder - Global Scholars and Historian do not attend this meeting but reports are posted
- Approval of minutes (done via email)

- Secretary’s report – Natalie
  - Current membership 508
- Treasurer’s report – Mike/Wilma
  - Down $4k from last year
  - Down $10k from 2018 (we are at lowest since then)
  - Dues income for 2022 $26k
  - 2022 conference made small profit
  - Reminder year-end folder has finance reports
  - Report for Conference 2023 in shared conference folder, including attendance report
  - Mike still serving as Treasurer, Wilma will be added pending bank approval
  - Messiah workshop- Jim Ventosa will be Keynote. Prices have increased because food prices have almost doubled.
  - Motion to approve Messiah workshop budget from Mike. Megan seconded motion. All in favor - motion passed.
- Finance Committee report – Mike/Wilma and Megan
  - Did not meet
● Advertising Manager’s report – Junko
  ❖ 2022 Sales- $100 PLF ads, $4200 conference tables
  ❖ Looking to mentor new Ad Manager as Junko is leaving at end of 2023
  ❖ Isabel reports we are waiting for proposal to create ‘Conference Coordinator’ position which may replace Ads Manager position
  ❖ Sister recommends that we should advertise position to membership
  ❖ Megan clarified that the position has not been officially created as of yet, but once we have details it will be advertised.

● Historian’s report – Gabi
  ❖ Report posted

● ACT 48 – Mary
  ❖ Mary-trying to connect with contact at state, once she meets she will have more info
  ❖ Edith will cover for Immersion Spring workshop (March) until Mary is trained

● Global Scholars – Jan
  ❖ Report posted

● Seal of Biliteracy--Cherie
  ❖ Cherie- Susanne posted 2021 stats. 5 school districts, 130 students received the Seal of Biliteracy representing 19 languages. Pushing out info for more participation. Hope to triple the participants this year.
  ❖ ACE now recommending college credit for STAMP test so Cherie has reached out to ask if they would accept Seal for College credits

● PEP – Mina
  ❖ Committees making plans to evaluate submissions. 1 hard copy and 2 online copies have been received to date. Deadline is Feb 11th.
  ❖ Two presentations at conference received good feedback

● JNCL- Cherie
  ❖ Feb 8-10 Advocacy Days.
  ❖ World Leap - like FLAP grants will soon be presented to Congress
  ❖ The Best Act- reintroduced to Congress to provide funding for Seal of Biliteracy

● NECTFL- Wilma
  ❖ Mar 2-4 in NYC- Reimagining the World Classroom- The Future Starts Today
  ❖ NECTFL is trying to provide better connections between states and their members
❖ States will not have table in the exhibit hall but instead a small hightop in the lobby to display info and a short time slot to do presentations. Table will not need to be staffed the whole conference as in the past.
❖ Should staff table during breaks? Exco members attending will volunteer with Wilma.
❖ Isabel will bring save the date 2023 conference postcards
❖ Junko will visit possible vendors for 2023 conference
❖ Karen Senita will represent PSMLA for Best of PA presentation

● PaCIE- Sr Mary Helen
❖ Sister was unable to attend but Cherie was a presenter
❖ Cherie reports focus on connecting education to environmental objectives. Cherie was able to share info on Seal of Biliteracy. All sessions were well done.
❖ Pacie in Pittsburgh Oct 13-14 at University of Pittsburgh.
❖ Webinars available, see report

● Parliamentarian- Sr Mary Helen
❖ No report
❖ Sister would like to leave the board, new Parliamentarian will be needed. Date to be determined.

● PA Language Forum editors- Christina and Nate
❖ Christina will post a report after the meeting.
❖ Submissions have dropped.
❖ One of the Cemanahuac participants has created a video. Christina will forward Edith as a promotion for the award.
❖ PLF is doing well, but please encourage submissions!
❖ Wilma- Should we promote at NECTFL? Christina to check with Nate.

● PSMLA News editor- Nate
❖ Nothing to report beyond posted report

● Webmaster’s Report--Susanne Nimmrichter
❖ Susanne not in attendance. Please see the report as Susanne needs our feedback. Committees please go through webpages for modifications/updates before February 4th. The time to update is now so that we don’t have to pay for updates with a new webpage. Check for dead links and layouts and also pages that could be deleted.
❖ Christina- new layout looks great
❖ Cherie- not sure what to change. Mike suggests emailing Susanne with questions.

● Social Media-Christina and Katy
❖ Christina- please give good details for posting.
❖ Katy- volunteered to set up instagram account
❖ Isabel and Christina- we used to have instagram but not sure who started it.
❖ Megan- Jan had instagram. Also Abby, but no passwords are known. We had tabled instagram at one point to focus on fb and twitter. We should take this to the Publications committee for more decisions.

Approval of the organizational reports

❖ Isabel motions to approve reports. All in favor. Motion passed.

2:00 Standing Committee Reports
Short summary if needed, Questions and Voting only, please

● Awards Committee-- Edith Guay
  ❖ Cemanahuac scholarship had previously dropped housing. Since Awards committee meeting, the representative (Vivian) communicated that the program is instead offering a 20% discount to PSMLA members, no more scholarship.
  ❖ Mike recommends discontinuing ties with Cemanahuac and instead developing a travel grant. Mary agrees. Edith agrees and recommends removing from the website. Junko-Time needed to develop a new program for the Awards Committee. John- perhaps we should approach Travel & Education to support a new program.
  ❖ Christina- Cemanhuac still advertises scholarship with PSMLA, need to investigate. John- please ask them to remove PSMLA
  ❖ Motion by Edith- we will abandon and remove the Cemanahuac scholarship from the website. 2nd by Mary. All approve.
  ❖ Awards Committee will meet to develop new program and also a way to give student teacher scholarship

● Advocacy Committee--Cherie Garrett
  ❖ Forming a subcommittee to promote the Seal of Biliteracy. Please reach out to Cherie if you know of anyone interested. Nobody volunteered to date.
  ❖ March is Diversity Month- Wilma will create a spreadsheet to share resources for the March calendar. Any diverse group representations requested.
  ❖ Junko- member of ACTFL subcommittee to promote diversity. She will share the resources already curated.
  ❖ Contacting Shapiro to ask for a WL Supervisor. Any input, please
share with Cherie.
- Cherie- suggestion to advertise PSMLA to EL teachers. Half of the Seal of Biliteracy recipients are EL learners.
- John- we should create campaign to invite EL teachers
- Junko- 2023 Conference should create strand to attract EL teachers
- Cherie- suggests this would fall under Membership committee and will email Debra
- Christina- recent experience suggests caution moving forward due to possible differences

- Publications Committee--Megan Flinchbaugh
  - Nothing additional to report after Webmaster and Social Media reports
  - Silvina- please advertise conference on all forms of social media

- Professional Development--Jen Campbell
  - Request for somebody from the Peer Mentoring program to join the PD committee. Edith volunteered.
  - We have 2 spring workshops coming up. Chestnut Hill Mar 18- Keynote Ben Tinsley, Messiah April 15th- Keynote Jim Ventosa
  - Motion from Jen/committee- Would like to update committee charge to delete ‘establish a best practices network’. All approve.
  - Jen- Working to define the purpose of the PD Committee. Goal to initiate 1 event regionally also to create a PD calendar to share all events with other organizations.
  - Sister- one such organization is MLPAV in Philadelphia
  - Cherie- Under advocacy tab- check out for contacts of other organizations
  - Mike- PSMLA has been a clearinghouse for PD. Would be good to cross-promote.
  - Mary- how to develop a workshop in my area? Mike- there is a workshop budget proposal report and it would need to be approved by board

- Membership--Debra Faszer-McMahon (sub Natalie Puhala)
  - Motion to discontinue Group membership program. We are the only organization in NECTFL to offer besides Rhode Island (who does not offer discounts). Only used by six schools in 2022 and cannot be completed easily on website, creating hassle for school secretaries.
  - Mike and Sister- not in agreement, need to reevaluate.
  - Jen- meant to help members not districts
  - Sarah- our goal to instead offer discount to members paying out of pocket, not districts
  - This will go back to committee for further evaluation
Motion to keep rates the same for 2023-2024. No need to vote if keeping the same.

Cherie- there was a motion approved in August in 2021 to offer reduced rate to teachers new to teaching.

Cherie-Motion to offer $30 reduced rate for first year teachers new to WL. Mike 2nd.

Further discussion- should be broader. Should discount anyone for first time member. Mike- keep it for new teachers to the profession. Can add more later.

Updated motion by Cherie- Members new to the profession in first 3 years of teaching may register for discounted rate $30 of first year only or $45 for 2 year membership. Mike 2nds. Motion passes.

From Committee- Motion to offer $10 discount for regular memberships/ renewals between April 1-June 30th, 2023. (Clarification from $50-$40). Megan- do it as a one year trial and collect data. Isabel- consider it a membership drive. All in favor. Motion passes.

- Nominations/Elections-- John Grande
  - Karen, Debra, and Edith have terms that expire this year. Debra and Edith are eligible to run again. Keep in mind that we will need recommendations that represent all parts of the state.

- Strategic Committee-Mike Bodgan
  - Mike directed all to read goals on the report. Seeking coordinators for each goal.
  - Wilma - add NECTFL under relationships to develop
  - Motion from committee to approve goals. Motion approved.

Approval of the standing committee reports

Motioned by Isabel. Seconded by John. All in favor. Motion passes.

3:00 Conference & Regional Reports

- Conference 2022 - Megan, Jen, Nate
  - Megan and Jen put together a report with lots of details and stats of 2022 conference. Changes made from suggestions from 2019/2021
conferences.
❖ Highlights-Biggest change- having conference app. Good social media presence for advertising
❖ Committee is proposing the role of Conference Coordinator so that there is no need to reinvent the wheel. This person would serve as a constant year-to-year and outside organizations would get to know them as a point person. It would lighten the workload for conference committee to have the position in place. This position does not change the need for a local conference committee.
❖ Jen has started a handbook for conference planning. New position could finalize this.
❖ Silvina- perhaps PD committee could take on some of this role?
❖ John- PD committee has past chairs and new chairs to pass on information
❖ Natalie- purpose of PD committee is to handle all other PD around the state other than the conference
❖ Isabel- waiting on an official proposal from Jen and Megan. Officers will bring back to ExCo after more discussion.
❖ Megan- Suggestions in report for future conference committees
• Conference 2023-- Natalie and Silvina
  ❖ Met with 3 candidates for keynote. One has been eliminated due to cost. Will take choices to the conference committee.
  ❖ Food choices with Seven Springs are next with budget for committee
  ❖ Searching for coordinator to help Fallingwater frame workshop in context for WL teachers
  ❖ Meeting with conference committee in February, all welcome

❖ Conference 2024- ACTFL will contact PSMLA in October

**Motion for Approval of conference reports. All approve.**

**3:45—Old & New Business:**

- **Spring Meeting is Virtual and August Meeting is In-Person**
  ❖ Mike will send a poll for April dates. Also will research August dates and sites.
- **JNCL updates:**

  ❖ Updates available via subscription only

  https://visitor.r20.constantcontact.com/manage/optin?v=001ZOpcJZ9gBKm5
Responsibilities, Procedures and Policies Document—Committee Chairs please check that the document is up-to-date (John Grande)

Isabel- Please be sure your committees check your website page by February 4th!

Motion for Adjournment at 3:43 pm by Mary. 2nd by John. Motion passes.