



Board of Directors Meeting
March 19, 2016, 10:00 A.M. (EDT)
West Lafayette High School, West Lafayette, IN
MINUTES

Elected Officers

President: Randa Duvick (Valparaiso University)
1st Vice-President: Steve Ohlhaut (West Lafayette Junior/Senior High School)
2nd Vice-President: John Sundquist (Purdue University)
Immediate Past President: Gary Spurgin (Cathedral High School)
Secretary: Amanda Beck (William Henry Harrison High School)
Treasurer: Kate Reinhardt (University of Indianapolis)

In Attendance: Randa Duvick, John Sundquist, Israel Herrera, Concha Marin, Gary Spurgin, Steve Ohlhaut, Chunmei Guan, Jill Woerner, Amanda Beck, Brian Gross, Shannon Swann, Karen Barrier, Judith Carlstrand

I. Call to Order

Randa called the meeting to order at 10:14 a.m. All in attendance introduced themselves.

II. Secretary's Report: Amanda Beck

- Discussion of minutes from the December 12, 2015 meeting.
- Typos corrected and small wording adjustments made.
- There was a motion and a second to approve the minutes.
- Minutes approved at 10:23 a.m.

III. Treasurer's Report: Kate Reinhardt

- Handout of Kate's report was shared. \$76322.65 is the account balance.
- A cashier's check was sent to the Sheraton in January to settle the balance due for the conference.
- The deposit from the Meeting Connection has gone through.
- Discussion about reinstating a CD was postponed. Care must be taken to coordinate with non-profit status.
- There was a motion and a second to approve the report.
- Report was approved at 10:28 a.m.
- Randa shared an informational handout on final conference financial situation for 2015.

IV. New Committee Chair Introduction -- Teacher of the Year Committee: Mercedes Muniz

- Mercedes Muniz was welcomed as the new Committee Chair.
- Randa encouraged constituent organizations to solicit Teacher of the Year nominations in their organization and to check with IFLTA Secretary for eligibility.

V. IFLTA Conference 2016 Updates: All

- A. 2016 Conference Format -** Steve Ohlhaut
- 2016 Theme: Working locally, reaching globally

- Steve is working on securing a key-note speaker. He has talked with Dr. Edward Zarrow ACTFL winner, but Dr. Zarrow is unable to because of ACTFL rules. Steve asked for additional suggestions for speakers. Judith suggested Bill VanPatten. Jill suggested that the Central States Teacher of the Year, Grant Boulanger, could be a possibility. Israel suggested Noah Geisel and Lisa Lily.
- Format for the AATSP Friday workshop was discussed. AATSP needs to decide if they want to do a split workshop, have members or speakers switch half-way through, or have “themes” that people could choose from. AATSP needs to work with Steve to plan/map out space for the workshop and the business meeting.
- The session submission form is on the website and Friday workshops should also be submitted this way. All submissions are due July 15th. There is now a check box to ensure that presenters know that they are responsible for providing their own technology.
- Judith asked if Portuguese sessions should be included. Steve stated that session decisions are based on a number of factors and that it is not off the table. However, there isn’t a high demand for such sessions as there are not many Portuguese programs and none in high schools that we are aware of.
- Discussion followed of the feedback that some teachers not in their constituent organizations wanted additional activities during the Friday workshop, as many do not realize that they can participate without being a member of their constituent organization. Should this be noted in the program to ensure that attendees know this?
- Israel suggested that we could solicit the Best of Indiana presenters for a long workshop.

B. Conference Comments – All

- Attendee fees were discussed and it was decided to leave them alone for 2016. Because of our reinstated tax-exempt status, our costs will remain stable, and there is no need to charge more.
- Discussion followed of how to address the need for an ASL interpreter at future conferences. Late registrants are problematic and difficult to plan for. Is there a potential technology solution or could university students/professors trade attendance for interpreting services? Judith’s husband works at Butler and could provide assistance in the future to work out such details. ASL is considered part of world language by the state, and IFLTA will have to continually evaluate how to move forward and prepare for ASL attendees in the future.
- Would it be possible to develop a certificate for attendance? Suggested reply was for participants to keep the program and receipt as proof of attendance.

VI. Old Business

A. Tax-exempt status

- **Gary shared that the IRS form has arrived and that the status of IFLTA is officially tax-exempt.**
- **The Secretary will hold the certificate and seal.**

B. By-Laws Revision

- **Randa passed out handouts of the new by-laws and summary of proposed changes. Steve walked Board members in attendance through the changes, and Randa shared suggestions that Israel had sent via email. Discussion of whether to include all officer duties in the by-laws followed. Steve emphasized that the by-laws must provide flexibility and should only contain simplified descriptions of duties.**
- **Israel brought up engaging with retired and future teachers through organizations or through adding more members to the IFLTA Board of Directors with voting privileges. Steve brought up the difference between an appointed and elected position**

and asked how such an organization or committee could impact the organization as a whole. Randa suggested that if the goal is to develop newer colleagues' ties to the organization, we might possibly develop a conference session to identify/develop leadership qualities. This might involve mentorship by retired teachers but could also attract pre-service teachers while they are still in college as well as IFLTA members who might then become future officers. Retirees could offer mentorship through this session rather than developing an entire IFLTA side-structure or increasing the size of the Board of Directors. This kind of structure need not be added to the by-laws, as these are our "constitution" and are permanent, while such "side-organizations" or programs could come and go.

- In the end, the conclusion was reached that IFLTA could help foster better connections for pre-service teachers. Jill is working on it at the state level with diploma credentials (see Reports).
- Discussion followed of having a retired member on the board for institutional memory. It was determined that this is not necessary.
- Motion from Karen to accept the by-laws as re-written. John seconded, and the by-laws changes passed at 11:39 a.m.

C. Exhibits Committee

- **Management Proposals for The Meeting Connection**
 - Randa shared a handout, explained expenses/revenue and the options offered by the Meeting Connection. One option involves the Meeting Connection taking over marketing and registration duties for exhibitors, for a percentage of the revenues from exhibitors. The other involved only handing registration duties, for a flat fee. She gave Greer's opinion as outlined on the handout.
 - Concha asked about attracting new vendors, and Randa explained why numbers have dwindled (costs/time/labor). Discussion followed about the option to use the Meeting Connection for their professional connection.
- **Advertising for exhibitors**
 - Discussion of sponsorship of coffee breaks and/or wine and cheese night. Brian suggested giving them the microphone for a few minutes during those times, and Jill suggested have them sponsor awards. Steve suggested that we try it one year, as well as use the Meeting Connection to bring in more vendors, too.
 - Shannon raised the question of whether there is still a need for exhibitors. Will there be disappointment if it's gone when it's not there? Discussion followed of potential risks and rewards for removing exhibits. Cutting vendors one year could encourage them not to come back. However, would it be possible to ask the membership in the survey after the 2016 conference? Could we wrap together University Night and vendors? Could vendors present to teachers at the new teacher night? Could exhibitors also be presenters with exhibitor session times? It was suggested to survey the exhibitors for ideas of what might suit them and IFLTA.
 - Discussion of whether to increase prices for vendor tables. It was suggested that we ask the Meeting Connection for advice, and this led to more talk of what role the Meeting Connection can and should play in helping us with our vendors. Gary moved that we move forward with option 1, giving the Meeting Connection responsibility for both marketing to exhibitors and receiving their registration, for a percentage of the exhibitors' fees. Steve seconded, and the motion passed at 12:42 p.m.

D. Possible New Committee -- Recognitions and Awards

- Should we start a new committee for this and how would that look? Such a committee would be primarily be responsible for finding Indiana candidates for awards through Central States and ACTFL. A committee would likely need a representative from each language group.
- Gary stressed the need to help IFLTA become more visible and spread word about it as an organization. We could also use the committee to develop an IFLTA award for Indiana (government, business leaders, superintendents, principals).
- For it to exist, the board needs to vote on forming a committee to determine the requirements for the committee. Steve moved to create a committee to define the tasks of a Awards Committee. Israel seconded, and the motion passed at 12:00 p.m. Any interested parties need to contact Randa to help.

VII. New Business

A. Nominating Committee

- IFLTA will be searching for 2nd Vice President. The Treasurer's term is also up this year. Kate can run again for Treasurer, but a committee of members should be looking for people to step into roles, particularly, 2nd Vice President. Gary, Shannon, Concha, and Karen volunteered. Steve reminded them that there are application materials available, and that the 2nd Vice President will be in charge of 50th anniversary conference. The timeline for applications is early summer. Gary asked constituent organization presidents to encourage their memberships to vote.

B. Support for attendance at Central States Conference

- Support should be given to representative to attend the Central States conference. Gary moved to continue this practice. Shannon seconded, and the motion was approved at 12:12 p.m.

C. New High-School Diplomas

- No action to be taken.

VIII. Other IFLTA Reports

A. Advocacy Committee Report: Israel Herrera

- Israel was involved with the committee chair to present seal of bi-literacy at the Central States conference. Ohio is using this model to implement the program, and Iowa and Missouri are not doing it yet but are interested. Israel learned about ACTFL initiatives, including coding as a World Language, which did not pass in Florida.
- Israel attended the Central States Delegate Assembly. They worked on Title IV, and the ESSA. Before 3/24 we have the opportunity to participate in the call for action on the ACTFL website in relation to money for academic improvement.
- There was an initiative for language learning at Central States, to engage future leaders and promote WL with various stakeholders. This includes the Lead with Languages campaign to engage companies, associations, and organizations with the promotion of World Language. ACTFL wants to get the Midwest involved.
- Israel worked with many advocacy chairs to discuss membership, conference participation, attracting people to the conference, advocacy and teacher shortage. To this end, ACTFL suggested to separate membership and conferences.
- Also discussed was how states are working with districts, superintendents and principals to encourage World Language, the teacher shortage, and how current World Language teachers could encourage students to become World Language teachers.

- We noted with pleasure that Cathy Blitzer was recognized at the Central States conference with the Paul Simon Award.

B. Website Manager's Report: Carol Goss

- No report.

C. Newsletter Editor's Report: Beate Westerhouse

- Beate has started putting things together and the request for information was on the IFLTA website. The newsletter will be sent directly to membership in an email as well as being posted on the IFLTA website.

D. Report from CSCTFL: Israel Herrera, Gary Spurgin

- There was good representation from Indiana in sessions and people presenting. IFLTA could invite Central States all-star session presenter to future IFLTA conferences. There were lots of young teachers, 2017 is in Chicago and we need to get out and engage to make sure that people are aware of the opportunities.

E. Report from the Indiana Department of Education: Jill Woerner

- Jill is starting in a position that has been reinstated as full-time. She is working on getting a Memoranda of Understanding re-started with various countries, fostering World Language support, promotion, advocacy, and best practices, expanding and helping define global learning, and advocating for English-learners.
- Jill gave an update on the current state of dual-language immersion programs started by the state and the certificate of multi-lingual proficiency/seal of bi-literacy. With regard to these items, she emphasized that we need to educate public about what this means and that the terminology should be used interchangeably. Furthermore, it needs to be stressed that these certificates are proficiency-based, but she shared that the law codes for what "proficiency-based" means has not been finalized. She stressed that there needs to be advocacy for starting language learning earlier so that students can be successful in languages other than Spanish. In spite of this, programs are still a local decision to implement, and the language learning community needs to unify about advocating these programs for all students, including ELL students.
- There will be a celebration for Cathy Blitzer at 4 p.m. on 4/26 at the Statehouse. This is an open house to present her Central States award and appreciate her efforts. Jill asked if IFLTA could sponsor cookies for the reception. Steve moved to support refreshments, and John seconded. The motion was approved at 1:20 p.m.
- Jill emphasized the importance of teachers getting logged onto the Learning Connection, as there are many tools available to teachers.
- Jill updated attendees about HB1209, which allows for a workplace Spanish designation on a transcript. The Department of Education was to determine standards, but in writing the law codes, the legislation was beginning to dictate specifics. This will need to be watched as it advances.
- The Department of Education created a report in 2014 on the state of global learning in Indiana. The Department will be using grant money to provide professional development in various regions of the state. This will include a one-day conferences for administrators and counselors and a one-day conference for World Language teachers on the ACTFL standards, modes, can-do statements, performance assessments/thematic unit planning. The cost will be minimal and information will be put out via the Learning Connection for teachers. Administrators will get information from service centers by May 1.

IX. Constituent Organization Reports (as needed)

- A. **AATF:** Shannon Swann – Nothing to report.
- B. **AATF-NW IN:** Karen Berrier – Spring meeting is on 4/9.
- C. **AATG:** Candis Carey – Not in attendance.
- D. **AATSP:** Judith Carlstrand – State competition had 6 middle schools, 9 high schools, and 33 judges from schools and 4 universities and 5 retired teachers on 2/27 at Park Tudor. Immersion day is on 3/16 and is about Equador. There will be 3 speakers at the IUPUI branch campus. The National Spanish Exam window is open.
- E. **AITJ:** Tomoe Nakamura – Not in attendance. Report shared that the Japanese Olympiad was successful.
- F. **ICLASS:** Chunmei Guan – Chinese Lang/Culture Fair date has been changed from 4/16 to 4/30. It will be held at the IUPUI campus center. Chinese teachers set up online meetings/lectures for ICLASS and also weekend immersion Chinese classes. The organization will have a new vice president.
- G. **ICC:** Christopher Bungard – Brian Gross in attendance for Christopher. There will be a conference in the Lafayette Area on 4/23-24.
- H. **IN-NELL:** Jill Woerner – There was a spring conference Central States Extension Workshop on paths to proficiency. The fall conference will be early in Spetember shortly after Labor Day, and the keynote speaker is unknown. Jill is stepping down from the IN-NELL presidency, and Mercedes Muniz will be the organization's contact posted on the IFLTA website.

X. Announcements

- **Upcoming Board Meeting** changed from May 7 to May 14, 2016 – time and location TBD. Following meeting is on August 6, 2016.

XI. Adjourn

- **Brian moved to adjourn. Steve seconded, and the motion passed at 1:46 p.m.**

Respectfully submitted by Amanda Beck, IFLTA Secretary