



Board of Directors Meeting
May 14, 2016, 10:00 A.M. (EDT)
West Lafayette Jr/Sr 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, Steve Ohlhaut, John Sundquist, Amanda Beck, Greer Trapkus-Harris, Chunmei Guan, Karen Berrier, Shannon Swann, Candis Carey, Mercedes Muniz-Peredo, Kandel Baxter, Kate Reinhardt, Concha Marin, Judith Carlstrand, Colleen Lahr, Jill Woerner, Pam Gemmer, Gary Spurgin

I. Call to Order

- Meeting called to order at 10:19 a.m.
- Introductions of all in attendance

II. Secretary's Report: Amanda Beck

- Slight change made to wording in minutes.
- Steve moved to approve. Kandel seconded, and minutes were approved as revised at 10:24 a.m.

III. Treasurer's Report: Kate Reinhardt

- Typos addressed.
- There is a total of \$75,916.63 in the savings and checking accounts.
- Last of the payments has been made for the conference.
- IFLTA has paid for light refreshments for Cathy Blitzer's reception at the Statehouse.
- Taxes have been filed via e-postcard because our income is less than \$50,000. If income exceeds \$50,000 next year, an accountant has been retained.
- Sheraton will not be able to refund the tax that we paid for the 2015 conference, as their books have been closed. Fortunately, there is not a large impact on our current finances. Tax-exempt status will be used in the future.
- Steve moved to approve the treasurer's report. Karen seconded and report was approved at 10:28 a.m. The report is attached to and made a part of these minutes.

IV. IFLTA Conference 2016 Updates: Steve Ohlhaut

A. Keynote Speaker, Submissions, Constituent Group Workshops

- Conference plans are a work in progress. The keynote speaker has been secured and will be Central States Teacher of the Year winner Grant Boulanger. He will do the speech and a follow-up workshop. Details will be worked out.
 - Steve shared information about the process of finding/retaining a keynote speaker and associated fees. The previous year's speaker cost about \$1500, and Grant will receive approximately \$2000 for travel, hotel, ground transportation and meals, as he has to take unpaid time off to speak at the conference.
 - To this end, Grant asked for a per diem food reimbursement outside of conference luncheons. This practice has not been used by IFLTA in the past. Discussion followed of what practice is typical at similar conferences, and Steve asked for board approval to fulfill request of a per diem. Kandel moved and Karen seconded. Further discussion followed. Jill gave insight into what Grant has to offer and why he would be a good speaker and recommended the per diem. Moved to approve granting the per diem at 10:40 a.m. Motion passed.
- Session submissions are slow to roll in. Steve urged constituent organization presidents to encourage their membership to submit for both sessions and workshops.
- Judith Carlstrand has workshop details for AATSP and will work with Steve to coordinate space and timing. Portuguese will be actively included this year.
- Constituent organization presidents to remind memberships that the conference WILL NOT provide technology for presenters and co-presenters. Those who will be presenting also need to register by September 1st.
- Reminder that presenters need to be flexible about time slots for sessions and workshops. Steve attempts to fulfill requests, but nothing is guaranteed for presenters.
- Kate asked about dates for registering for IFLTA membership only versus attendance at the conference. Discussion followed that there will be numerous email reminders for ballots, membership, and the conference. Hotel reservations at the conference rate may be made through the IFLTA website, and attendees should be aware that the deadline for receiving the conference rate is prior to the deadline for registration for the conference itself.
- Randa had an exhibitor for 2015 who didn't want to be at the conference but wants to advertise in the program. The cost for advertisement is \$35 for a quarter of a page, \$50 for half of a page, \$75 for three-quarters of a page. Right now, this is not really a money-maker and slightly off-sets printing fees. This does not need a change now but it could be changed in the future. We could explore this by soliciting advertisers through constituent organizations. It is an easy process and interested people should contact the conference chair and send him an advertisement in jpeg format. Constituent organizations could solicit this for a small revenue stream in the future. Any interested businesses would have to get things to Steve by the end of August, but the sooner, the better. Discussion followed of who it is being marketed to and if it could undercut current exhibitors. We need to consider who our audience is and make sure that these advertisements are of use to the teachers.

- Randa asked that all chairs check forms and that relevant forms be updated for the 2016 conference.

B. Dates for 2018 and 2019: Randa Duvick

- November 1, 2, and 3 are set for 2018 and proposed contract will be offered by the Sheraton. Randa plans to review the contract and make sure that things are reasonable. This will be the 50th anniversary conference.
- November 7, 8, and 9 2019 are on hold for 2019 at the Sheraton, as another group is considering those dates for its conference, so they are not currently available for IFLTA. IFLTA has reserved October 31, November 1 and 2, 2019, and will get the later November dates if the other group turns them down. Discussion followed about merits and drawbacks of the earlier dates. Pros: Could offer Day of the Dead sessions and workshops. Cons: People unaware and caught off-guard. Competing with local museums for events. Halloween. Randa stated that there was no compelling reason to go before or after those dates, so IFLTA will wait until June date to make final decision but go with October 31, November 1, 2 if traditional IFLTA dates are taken.

V. Old Business

A. Exhibitors and The Meeting Connection: Greer Trapkus-Harris

- Randa shared handout. The Meeting Connection is soliciting exhibitors and will process their payment.
- No registrations received yet.
- Greer would like approval to cover postage to update vendors on changes.
- Greer will be in touch with Dwight from the Meeting Connection. He has been in contact with vendors but there has not been much action.
- Randa pointed out that IFLTA has covered costs of postage and mail in the past and this will be continued for Greer. Greer will print/send the letter from the IFLTA website since vendors have gotten things in this way in the past.
- Discussion of sponsoring of breaks. Vendors could cover the cost of breaks (donuts and coffee, wine and cheese) but it needs to be worked out through the Sheraton. IFLTA could post signs giving credit to vendors for helping to sponsor the break. IFLTA needs to work behind the scenes with the Sheraton on pricing before sharing pricing with vendors, but it can/will be done through the summer.

B. Nominating Committee: Randa Duvick

- IFLTA needs a Treasurer and Second Vice President. Randa shared a handout of what is needed in a candidate and how/where to possibly search for candidates according to the by-laws. She gave details of the process.
- Discussion followed if there should there be an additional person to help the 1st VP for the 50th anniversary conference. John suggested having the 2nd VP help and Steve agreed that the 2nd VP could easily have a larger role in helping. An Anniversary Chair could be appointed.
- Information can/should be shared with constituent organizations to find candidates. Send names of individuals to Randa, Gary, or Steve.
- Gary brought up issues with low voting among the membership. IFLTA members want quality board members for a quality conference, but many don't want to be personally involved. The advantages of being involved in leadership need to be

shared more actively with the membership. How do we do this? It can be marketed within IFLTA but also through the DOE and the Learning Connection. IFLTA can also reach out to schools of education to engage incoming world language educators.

C. Recognitions and Awards Committee: Randa Duvick

- Randa reviewed what had been discussed at the previous meeting. She is searching for individuals interested in being on the committee and interested individuals should contact her.

D. Teacher of the Year Awards: Mercedes Muniz-Peredo

- Randa reminded constituent organization presidents to remind vice-presidents to come to the August meeting to judge. Meeting will be on August 6th, place TBD.
- Mercedes received information only from ICLASS and IN-NELL by the due date. Other organizations have submitted nothing to date.
- The application form has been updated. Mercedes wondered how strongly IFLTA should enforce the three year membership rule. It is not discussed during the portfolio review but needs to be reviewed beforehand. She should contact the secretary to check membership.
- In relation to this, Randa clarified the difference between an individual being nominated as Teacher of the Year for a constituent organization and for IFLTA. Presidents need to communicate with their winners about the requirement of having been part of IFLTA for at least three years in order to be eligible for the IFLTA award. Presidents can use the Teacher of the Year award to encourage members of constituent organizations to get involved with IFLTA. Gary pointed out that the IFLTA award process is laid out in the by-laws and that it needs to be put out to memberships by the constituent organizations. Winning for IFLTA is a perk of being a member; this is why three years of membership is required.
- Discussion of the nomination process. Mercedes can set a date for portfolio submissions. Procedures for submissions need to be clarified. Mercedes requests moving the date up to July 30. Constituent organization presidents need to contact candidates about a due date if they will be receiving it instead of Mercedes, and they need to contact Mercedes if this is the case.
- Pam emphasized the importance following instructions, if submissions are subject to being disqualified.
- Discussion followed about guidelines of portfolios, particularly with aligning with the Central States conference portfolio guidelines. IFLTA also needs to move toward digital submissions.
- Gary emphasized transparency with Committee Chair and IFLTA President to avoid any controversy.

VI. New Business

A. Committees: Randa Duvick

- Randa shared an updated committee chair contact information form.
- Randa shared committee chair responsibility and task list handout and requested committee chairs make list of responsibilities and have a month-by-month breakdown of tasks. These will be shared via Google Drive.

- Concha discussed the inclusion of certain regulations for the Poster Contest, particularly that the teacher should be a member of IFLTA. Membership status should be checked with the IFLTA Secretary.
- Creative Projects can be entered in the 2016 contest for students who were in class in the previous academic year. Discussion followed about regulations. 8th grade projects can be turned in for the middle school students even though they are in 9th grade as of the date of the 2016 conference. This also can be included in task/regulations lists.

VII. Department of Education Report: Jill Woerner

- Updates on information from previous meeting.
- Thanks to IFLTA for Cathy Blitzer's reception refreshments. Glenda Ritz recognized both Cathy and IFLTA for their contributions.
- Certificate of Multi-lingual Proficiency update. There are numerous names referring to it throughout the bill, but the bill is titled the Certificate of Multi-lingual Proficiency. Public hearing on rule-making is on May 27th at 9 a.m. in the Government Center South building. Rules will be made following hearing, they will be signed by the state board, and implementation documentation will be sent out. The timeline is July/August for seniors in the class of 2017. Discussion followed about types of schools that may or may not be eligible.
- Work-place Spanish bill update. The bill passed, but it includes language that is pedagogically very problematic. The bill also states that the Department of Education is to write the curriculum, which is at odds with what the Department is intended to do. Representatives of the Department talked with the bill's author about changing the language, and Jill anticipates it being brought back to committee in January for revisions.
- The Learning Connection update. We should encourage teachers to register on the site so that they can receive information directly from the Department of Education. The sign-up is quick and gets information directly to world language teachers' email inboxes. The Teacher's Toolbox is also something that comes through the Learning Connection and has information about methods, content, and professional development workshops sponsored by the Department of Education.
- Superintendent Ritz is working on creating a regular communication entitled "The Teacher Dialog" to send communication to teachers.
- Global Learning Advisory Council is something new that Jill is working on. She solicited representatives from all languages via their constituent organizations and was and still is interested in finding administrators and curriculum specialists to be involved. In-person meetings are required, and the task is to create committees for advocacy for a wide range of topics based on those who are the eyes and ears in the field.

VIII. Other IFLTA Reports

A. Advocacy: Pam Gemmer for Israel Herrera

- Reception for Cathy Blitzer went well. Superintendent Ritz recognized Cathy's commitment.
- Implementation documentation for the Certificate of Bi-literacy is in the works.
- Work-place Spanish requirements are in the works.

- Pam plans to improve communication of upcoming legislation. Things can move quickly and information needs to be shared, as changes are rapid.
- Thanks to Israel for his continued high level of engagement for advocacy.
- Advocacy from teachers in the field needs to be ramped up. Central States and ACTFL have various means that contact can be made and taken advantage of.

B. Webpage: Randa Duvick for Carol Goss

- Updates to the webpage are on-going.
- No news on possible new host for the website.

IX. Constituent Organization Reports

A. AATF: Shannon Swann – Upcoming immersion dinner on 5/14 hosted by the vice president. Shannon shared information about open position for French/ESL for coming school year.

B. AATF-NW IN: Karen Berrier – Annual Business Meeting on April 8th meeting determined summer immersion dates. French contest awards ceremony is later in May.

C. AATG: Candis Carey – Immersion in August will be about paperless classroom technology. It will be held at Notre Dame.

D. AATSP: Concha Marin – Immersion day was successful. Colleen Lahr is in charge of national AATSP poster competition. AATSP-Indiana nominated itself for the chapter of the year.

E. AITJ: Tomoe Nakamura – Technology workshop was at IUPUI. Tomoe is moving back to Japan and Hiroko will be the new president. She will be at the meeting in August as VP.

F. ICLASS: Chunmei Guan – There were more than 400 participants at IUPUI student center for Indiana Chinese Language and Culture Fair in the spring. ICLASS is one of the Regional Chapters for CLTA-US. August teacher workshop will be co-sponsored by IUPUI Confucius Institute and CLTA-US.

G. ICC: Christopher Bungard – not present but sent report. ICC held the annual meeting at Purdue. Great attendance that addressed diversifying the classroom. Meeting next year is at Brebeuf.

H. IN-NELL: Colleen Lahr/Jill Woerner – IN-NELL decided it will sponsor the K-8 overall poster contest winner. IN-NELL is trying to decide whether to hold a fall conference or not, but the spring conference will continue. Louisa LaGrotto will be the keynote speaker.

X. Announcements

Upcoming Board Meetings
August 6, 2016

XI. Adjourn

Steve moved to adjourn. Kandel seconded. Meeting adjourned at 1:13 p.m.