



KENTUCKY WORLD LANGUAGE ASSOCIATION

Executive Board Meeting

November 1, 2014
Meeting Notes

I. Call to order

President S. Merideth called to order the regular meeting of the Kentucky World Language Association on November 1, 2014, at 9:10 AM.

II. Roll Call and Secretary's report

The members of the Executive Board who were present: S. Merideth, L. Gravitt, C. Del Valle, T. Coffey, K. Peng, J. Rouhier-Willoughby, Z. Smith, E. Kamenetzky, J. Lykins, J. Kennedy, M. Anderson, L. Roché, L. Kohler, E. Anama and C. Shiroma.

Motion was made by L. Roché to accept the September minutes with corrections, and seconded by L. Gravitt.

III. Treasurer's Report

PayPal Account	\$30,104.53
Checking Account	\$11,440.32
Savings Account	\$1,570.89

Total of Checking and Savings \$13,001.21

We have payments outstanding from the conference and L. Gravitt and T. Coffey will be sending second request billings as all attendees received their first billing invoice at conference.

The current balance includes \$6,449.70 in deposits for conference payments, final showcase money, and receipt of money for the books that Randy sold at

conference. Payments of \$12,018.55 have been paid out in conference expenses which include workshop speakers, supplies, folders, programs, maintenance for the registration site and other miscellaneous expenses. We have not yet paid the bill for the hotel.

Invoicing was discussed. L. Roché wanted to know if invoices can be sent digitally and/or to a secondary email as with 123 Signup. L. Gravitt stated that it would be work-intensive because we are using a new system. S. Merideth stated that our webmaster, Ken, is a real asset to KWLA and is trying to improve this.

IV. President's Report

Use of Robert's Rules of Order is suggested to help our Board to be more orderly and on-topic at meetings. Everyone gets to speak before some can speak again. S. Merideth reviewed rules for the Board.

If there is something specific you want to discuss, it needs to go on the agenda prior to the meeting. Email S. Merideth with what you want discussed.

Explanation of voting vs. non-voting members. Ex-officio Board Members are the Teacher of the year, FCPS liaison, JCPS liaison, the Communications Director and the Showcase Director. Ex-officio means these members cannot vote.

When 2/3 vote is needed, it is 2/3 of voting members present per Robert's Rules of Order, not 2/3 of all 13 members. Point of Clarification for L. Gravitt.

Committee Assignments are shifting for the new Board - Goal for each Board Member to be on two committees. Current Chairs and Co-Chairs were named for the committees of: Awards, Leadership, Membership, and PD. We need regular members on Committees as well.

L. Roché asked if Ben still want to be Chair Awards Committee. As far as S. Merideth knows all Committee chairs are continuing for one more year to ease transition of new Board.

Winter Retreat will be January 16-18, despite it being MLK weekend, it is the only one that will work. S. Merideth is taking suggestions as to where it will be. Executive Board meeting on Friday night. Saturday - the rest of the Board and the Regional Representatives. Thomas Sauer is coming to give a history of the organization and give us perspective. We are going to come up with a new strategic plan. Working Sunday is a possibility, depending on how much we accomplish on Friday and Saturday.

S. Merideth is considering Villa Madonna in Northern Kentucky, which has dorms, for the Retreat location. Give Sara suggestions if you have any. We need Wi-Fi, food availability and common areas/sleeping areas in our Retreat location.

smerideth@thelexingtonschool.org is the President's new email address.

V. Committee Reports

Advocacy - no report

Awards - The Ceremony was nice and awards were given as anticipated. We did have issues with sound in the back of the auditorium. We are looking to reform the application process.

Leadership - No report

Membership- No report

PD - This committee met at 8:20 AM today. The committee is looking to offer professional learning, not professional development. They want to be a clearinghouse of knowledge and are looking at creating podcasts through UK, who has the technology and university professors to support us. They are considering having a "Hot Topic" chosen and then having a podcast created with someone who has expertise on the topic, perhaps utilizing an app like EduCreations. In New Business, will vote on frequency and cost of these learning opportunities for KWLA members. The Committee needs Board support in this endeavor. December will be the trial run.

M.Anderson asked if the PD committee is in charge of the Conference. No per S.Merideth. This is for other learning opportunities outside of the Conference.

VI. Regional Representatives

Gloria wants to help in any way she can.

Diego Ojeda is a little overwhelmed and needs help getting his responsibilities clarified, including the email list he needs. Is there a list he can utilize?

There may be a PD for high school teachers from VanderMolan at WKU Glasgow Campus.

In Region 5, E. Anama says they are getting organized. Regional teachers are not well-versed with the new standards and WL Program Review information and clarification is needed.

S. Merideth states that there are databases on DropBox that Diego Ojeda can use to create a mailing list. Other Regional Reps also need to create their database and he is not alone in his endeavor.

All reps have signed contracts per S. Merideth.

VII. University Representative

L.Roché and J.Rouhier-Willoughby led a panel on entry proficiency standards for UK. There is a gulf between university and high school teachers which is why the PD committee is forming the Outreach Clearinghouse for people as discussed in the PD committee comments. There is a link on Resources section of KWLA for this Clearinghouse. The Clearinghouse will have Novice High examples because that is the standard used by WKU and UK, A resource section, and a listing of Professional Learning Opportunities. Teachers said they want Master Teachers to provide this information. We need to get the word out and for people to buy in.

University Representation will be divided between J. Rouhier-Willoughby and Caryn Connelly; Both will plan to attend the Retreat in January.

E. Anama asked about the location of the information. kwla.org - resources - outreach clearinghouse per J. Rouhier-Willoughby.

VIII. Communications Director

The website is being updated. Regional Reps need to submit bios, new Board Members need a bio and a picture for the site. It is easy to get Ken to update the page. Minutes will go to the Board website. We will Tweet about Invoices being sent out. If you want something on the site, just send it to Catherine Del Valle. Catherine's email is catherine.delvalle@russellind.kyschools.us or communications@kwla.org

J. Rouhier-Willoughby adds that Feb. 25 will be the UK World Language Open House, lunch at Taste of Our World, and break out sessions in each language. This would be great to advertise through the web.

E. Anama asked where the information for Regional Reps will go when they send photos. L. Gravitt said we can create a place for it on the site.

We need a page on the website for committee reports.

IX. Affiliate Organizations

AATF - The affiliate had good attendance at the SwapShop and Jordan was in charge. The Immersion Dinner was held at Le Deauville. The Program Recognition has been introduced for Advocacy purposes. Dec. 2015 is the deadline. The affiliate has a lot of money due to good standing with Nationals and is looking for good ways to spend the money.

C. Del Valle would like a blurb about the Program Recognition for the KWLA website. L. Roché agrees.

AATG - The affiliate is about to have the third German Immersion Weekend at Camp Crescendo with the theme of Art, Friday and Saturday. It was a successful KWLA Conference. Two representatives to ACTFL will be Laura McGee and Susan Carson. The affiliate is planning to do PD for German teachers and networking. Lucas went to AATG Headquarters to help actively recruit students to become teachers as teachers are retiring. J. Lykins wanted to know if there a way to pair teacher candidates with job openings. Gravitt said AATG does do that to some degree. National organization does advocate with school boards to keep programs. L. Roché says J.VanHouten would be a good person to contact about advocacy.

AATSP - The affiliate organized a list of teachers for the whole state and plans to do a newsletter once every three months. Diego Ojeda to head this up as Communications Director. The affiliate wants to raise funds, and needs guidance from KWLA on how they can do that. S. Merideth said that is really a better question for the national organization AATSP than KWLA.

Several members wanted a tee-shirt for the Conference. Z. Smith wants to know if AATSP can sell t-shirts at the Conference if okay with their National AAT rules. This must be discussed by the Conference Committee. E. Anama wants to know if the tee-shirt sales would be at KWLA or AATSP? Z. Smith said KWLA.

Gloria Newsome is President-Elect of AATSP. Beth Watts is the Secretary. Spanish Honor Society Director will be stepping down in January.

KCA - C. Shiroma said Fall Forum is coming up in Covington. She has started a monthly immersion dinner for Latin teachers, but it is a small group. C.Del Valle - wants to know if C. Shiroma would like to promote

immersion dinner on the website. S. Merideth would like for her to send photos, too.

C. Del Valle made a motion for a recess, seconded by E. Anama.

KAJLT is currently holding elections for a new secretary and vice-president. Two enthusiastic teachers running un-opposed for both positions, but do not yet have enough responses to the online election poll to declare the results official. Another reminder email was sent today to try to get more of our members to vote.

Mariko Barnes, Japanese teacher at Lafayette High School, is organizing our second annual state-wide Japanese Speech Contest, which will happen on April 18th next year. Last year's speech contest was a huge success and the students had a lot of fun. The speech contest is open to both high school and college students.

Nathan and Nobuko Patton are also organizing the first ever state-wide Japan Bowl. A few Kentucky teachers take students to the National Japan Bowl in Washington DC every year, but a state-wide Japan Bowl will allow more students to participate in the event. Many states other than Kentucky already have a state Japan Bowl, so the affiliate is looking forward to having a great state Japan Bowl in Kentucky, too!

Atherton High School in Jefferson County has formally established a sister school relationship with Tokyo Metropolitan International High School in Tokyo, Japan. The students in both school are currently busy exchanging video pen pal messages, and are planning more projects for the future.

KACLT - This is a new representative and was confused about the time difference between Bowling Green and Lexington and apologizes for being late. Four Kentucky teachers went to the Startalk Conference recently and several representatives are going to ACTFL. K. Peng asked if KACLT is officially a part of KWLA? S. Merideth said a copy of KACLT by-laws will make it official. The affiliate wants to be a non-profit and wants to know if our association a non-profit? S. Merideth states you can go through your national organization to get that status.

NNELL - J. Kennedy is new this week to the position. Of the 45 members from last year, only 5 have renewed and she will work on getting more NNELL memberships renewed.

KDE (Ex Officio) - Alfonso's start date has not been given, but he will be a part of the Board when he starts. C. Del Valle stated that there is a need for info on WL Program Review. E. Anama stated that there is a WL

Program Review person given as contact at state level in the Interim who is not language-specific, but knows about Program Reviews. Alfonso de Torres starts next week at KDE.

Fayette County (Ex Officio) - As far as the FCPS report, the initiatives below are keeping us busier than ever.

- A) Full implementation of TPGES including Student Growth Goals
- B) Design and development of World Languages Enduring Skills Rubrics. Final edit (for this year) will take place on Nov. 4th, and will be posted in CIITS by the end of that week.
- C) WL Program Review, in depth -area for High schools only, but working with reps from elementary and middle schools as well.

E. Anama wanted to know if we use Alicia as a resource for the Regions because she has a lot of WL Program Review. L. Roché said that A. Vinson is busy, but we will have podcasts on this topic.

E. Anama wanted to know if we can put good student growth goals that are good for WL on the KWLA website. We would like best practice examples for teachers to see for our subject area. L. Roché agrees, but it really should be KDE's place to provide that. KDE is in charge of the Program Review; it is not our program. E. Anama wants to know if we have a best practice section online in general, not related to WL Program Review. S. Merideth said yes.

Jefferson County (Ex Officio) - no report

Teacher of the Year (Ex Officio) - no report

X. Showcase

State Showcase will be April 25, 2015, at Centre College. M. Anderson has been in contact with College for classroom space. We had 100 students last year. From the conference, we want to increase participation by involving first year students. We want to increase numbers, but not overwhelm the venue. Molly would like a list of committee members. WKU would like to host in 2016 and would like Board input. It is too far west? How/Are we going to do regionals? Is it viable in the current school budget situation?

S. Merideth moves for 10 minute limit on discussion of: 1) When and how regionals? 2) Regional Prompts, seconded by L. Gravitt.

E. Anama thought OPI was good for him on the phone. He thinks Skype for the Interpersonal make it a virtual event. For WL Program Review his area schools are using virtual classes.

L.Gravitt thought a virtual regional was good due to budgetary reasons.

E. Kamenetzky said it was hard to find another judge for less commonly taught languages in a regional, so virtual would be good

L. Roché wants to know what this going to look like, like what categories are going to be available.

E. Anama thinks the 3 Modes of Communication should be included. Emailed responses could be graded by another teacher.

C.Del Valle said you could set up an email list for teachers willing to assess.

S. Merideth said the March Board meeting could have a call center set up for virtual Skype sessions.

C.Shiroma said we'll need more people here for that.

L. Kohler wanted to know how will projects work?

C.Del Valle thinks it would be good to have teachers sign up for different times of availability.

J. Lykins said we should call it prelims, since regions won't matter.

C. Del Valle would like to see the Jr. Varsity set up.

M. Anderson suggests that a phone call is hard for new language learners.

E. Anama said we could ensure that it's video chat.

L. Roché made a motion to move the discussion to the Showcase Committee, seconded by L. Gravitt. Vote to move to committee passed.

The Board is giving the committee to right to make decisions here. There will be a virtual vote on this in the next few weeks via email.

Mariko Barnes had previously suggested April 25 for speech competition, but it must be April 18 due to State Showcase. E. Kamenetzky said it has indeed been set for the 18th. S. Merideth wants to know if having those

two events back to back will that affect the ability to have Japanese students to participate in Showcase.

The March Meeting is a Showcase meeting. All Board Members and Regional Reps required to be at Centre for State Showcase to help.

Regional Prompts were discussed. At the Conference the NY Regents Exam, the Stamp Test and the Aappl Test were all suggested to make received ratings more marketable for colleges.

L. Kohler asked about using old questions since writing them every year is so hard.

M. Anderson said there were only two years worth of questions available.

L. Roché wanted to know if we can get a STAMP discount.

J. Rouhier-Willoughby said to write a proposal and they will consider it per the sales rep at the conference.

L. Roché said the feedback for STAMP vs. Aappl was better with Aappl and less specific with STAMP. Cost of STAMP is \$20/student.

T. Coffey asked if it would be a school related expense. Yes per S. Merideth.

C. Del Valle stated the cost would be difficult to manage, concerning the FR Lunch students and whether all could participate, making that difficult for public schools.

M. Anderson said we want to move toward something more official than our homemade prompts. It was also pointed out that Aappl has no tests for Latin or Japanese.

L. Gravitt moves to put a 5 minute limit on this discussion, seconded by E. Anama.

L. Gravitt suggested that as long as the teacher can prove the exam is good (like the National Exams from AAT's) perhaps teachers could have a choice in the exam they give? German in December; French and Spanish are in March with scores given as late as April per S. Merideth.

S. Merideth suggests that last year's April/May scores could carry over to next school year as long as the student continues his/her study of the language.

L. Roché suggested for those tests that are pretty common for all languages, we could write ONE in a committee of teachers across languages and pay a stipend for them to crank out questions. E. Anama likes L.Roché's idea. Online recordings with Interpretive Listening are also pretty easy to crank out.

K. Peng said she would need to compare APPEL to the teacher chosen tests to see how they do in reference to each other. Sara suggests the matter go to Committee. J R-W makes the motion, second by Z. Smith.

We want to have the Showcase this year similar to last year's. We are presenting cultural workshops in English. Communication element added with native speakers, informally perhaps at lunch. Study abroad would be discussed, and cultural activities would occur for each language. E. Kamenetzky -wanted to know if exchange students from the target cultures could work as the native speakers? M. Anderson thought it would be professors originally. T. Coffey said exchange students might be more motivating. M. Anderson likes the idea. The phone number exchange in Chinese was amazing last year per S. Merideth. M. Anderson said we need to advertise the Showcase, if anyone has photos. There are pictures in the Dropbox per S.Merideth.

XI. Conference Committee

L. Gravitt talked through the Conference Survey results. Positive and negative comments will be collected that may be helpful in revising things for next year. L. Roché said Zumba was really loud this year and disrupted neighboring sessions, in case Zumba done again in the future.

L. Gravitt said we need to do a better job with getting presenters. One attendee suggested having a raffle to get us in to the Keynote or a selfie contest. Many good suggestions will be considered.

Conference 2015 planning is underway. The Hilton contacted us, but there are scheduling conflicts. September is full. The Galt House is holding some dates for us for 2015 and L. Gravitt is going to talk to them this week. The 10-12 September is a possibility. If we have it in Lexington, it will have to be the third week of October.

The theme will need to be decided in January at the Retreat.

E. Anama loved the culturally enriching festival downtown. Is there anything like that in Louisville? We'll look per L. Gravitt.

M. Anderson suggested Covington. L. Gravitt said it's not as centrally-located.

E. Anama said Louisville would be about the same as Covington time-wise for Eastern Kentucky attendees.

L. Roché suggested a state park. M. Anderson has a contact with the Parks Department.

L. Gravitt said that it's probably more exciting to come to a city that going out to a rural area.

Dragon boat Festival will be happening in Louisville for the possible weekend at the Galt House per E. Kamenetzky.

No decisions have been made on location, we are looking at options. K. Peng suggested Frankfort. That is an option per L. Gravitt.

XII. New Business

Robert Rules Votes - C. Shiroma moved, E. Anama second. motion passed.

How often do we want the Professional Development clearinghouse (subsection of KWLA PD committee) updated ?

As needed per L. Roché, L. Gravitt said quarterly. M. Anderson agreed, because life gets in the way sometimes. L. Roché said there is a natural flow, so just go with that. At least once a quarter was suggested by J. Kennedy. We can always go over the minimum.

L. Gravitt moves to have the podcasts for the PD clearinghouse updated at least quarterly, second E. Anama. Vote passed.

Do we offer the podcasts to members only?

E. Anama asks for the cost of KWLA membership. \$35/year for cost per S. Merideth. J. Lykins thought offering the first one free would be good. Good idea per S. Merideth. Laura wanted to know how keeping it "Members Only" would work. S. Merideth said it would be through A Member and the Webmaster, Ken. It is not a bookkeeping thing on our end. L. Gravitt wants it to be a part of the membership to give the membership more value. J. Rouhier-Willoughby though if it is just a link, make it a freebie to all. The pod casts we have to make should be a part of membership. Z. Smith wanted to know will make the pod casts. Different people per S. Merideth. Z. Smith expressed her desire to work with this.

J. Lykens wants to know if there is a place to sign up for committees. S. Merideth said we are adding that. C. Del Valle said that right now, there is an email link to the committee chair on the website. We are adding a button soon per S. Merideth.

L. Roché asked if we need a budget to compensate those who come in to add to the pod casts and what that budget would cover. S. Merideth said there is nothing we can do for 2014, but we can add it in the budget for 2015 for possible payment of stipends or mileage/ travel from far west Kentucky at the discretion of the PD committee.

J. Rouhier-Willoughby asked what happens if it's not a UK person doing the pod cast? She will ask that question of her superiors. Sponsorship is a way that can work per L. Gravitt. A Member can be sponsored by UK, for instance.

E. Anama moves to require membership to hear the podcasts after the first free podcast, seconded by Z. Smith. Vote passed.

L. Gravitt moves to allow a subsection of the budget for the PD committee in 2015, seconded by Z. Smith. Vote passed.

The AATSP tee-shirt issue is tabled until the Retreat. S. Merideth made the motion, L. Gravitt seconded. Vote passed.

Concerning the 501c3 Status, a Dropbox folder has been started. L. Gravitt is starting to fill out the forms. We are losing money from grants that we cannot accept because we do not have this status yet. We can also get state sales tax exemption when we have it. This process will cost \$1000 to do and we think we can do with without an attorney. E. Kamenetzky asked if we have we ever been 5013c. No per S. Merideth. KCTFL changed to KWLA and there was a time limit, and the Board didn't know it. We did not have 3 years of required financial records, which were needed after the time limit expired. After 2009 -2012, we finally had the financial records. In 2012, we had a lapse in good standing with Secretary of State Office in Frankfort, but we are back in good standing. We are good for State status, but not Federal status. It is a long process.

E. Anama would like to require regional reps to write questions for Showcase. Due to uncertainty pertaining Showcase, this is put in old business for the next meeting.

L. Roché wanted to know who has access to the dropbox? Only Executive Board to help control loss of data, as we have lost data before per S. Merideth.

M. Anderson stated that Showcase has it's own drop box.

Review of upcoming dates for meetings by S. Merideth

- 1/16-18: Location TBD
- 3/21: Location TLS
- 4/25: Location Centre College
- 8/8: Location TLS

S. Merideth would like to know which Kentuckians are attending the ACTFL Conference to see how Kentucky is represented nationally. Emmanuel Anama, Alicia Vinson, Laura McGee, Susan Carson, Sara Merideth, Jeanmarie Rouhier-Willoughby, and Elena Kamenetzky are attending.

XIII. Adjournment

Motion to adjourn was made by T. Coffey, seconded by J.Kennedy. Meeting was adjourned at 12:26 PM.