MCTLC Board Meeting Minutes
Hennepin County Brookdale Library
6125 Shingle Creek Parkway
Brooklyn Center, MN 55430
November 8, 2014

Present: Marjie Hay, Frances Matos-Schultz, Jenny Johnson, Kay Edberg, Martin Pflug, Allison Spenader, Brooke Carlson, Diane Leslie, Ayumi Stockman Valorie Arrowsmith, Lisa Pérez, Mary Lynn Montgomery (AATSP rep.), Kathy Olson-Studler (NELL Representative), Grant Boulanger (guest)

Meeting convened at 10:39 A.M.

1. Introductions and Welcome (Marjie Hay, president)

   Description of agenda

2. Minutes from Summer Retreat (Frances Matos)

   Motion to approve minutes: Diane Leslie
   Second: Jenny Johnson
   Approved

3. Treasurer’s Report (Allison Spenader)

   • Numbers are equivalent to the same quarter last year, minus the grant funds
   • Membership dues down due to membership rolled over with Fall Conference registration
   • Workshops (non Fall Conference) funds have increased
   • Board expenses remain the same
   • Communication expenses are over budget
     o Language Magazine has not billed
     ▪ Discrepancy in number of copies sent to membership and copies billed. Jenny J. and Allison S. will check and follow up with Language Magazine
     o Pay Pal. Allison S. noted that there is a Pay Pal cost per transaction, but mentioned that it is the cost of having that type of service
       ▪ Discussion: Brooke Carlson and Ayumi Stockman noted that it is a necessary expense
• Allison S. recommended adding **Pay Pal** expenses to the budget
• Jenny Johnson mentioned that this situation should be taken into account and recommended a discussion on increasing the dues for the Fall.
• Fall Conference expenses at the level of last year.
• Professional Activities
• Awards
  o Marjie H. noted that Award crystal globe for Teacher of the Year should be removed from professional activities budget and moved to Awards
• Discussion: Marjie H. suggested having a separate spreadsheet just of the Fall Conference since it is the only revenue for the year.
  o Marjie H. strongly recommended exploring other forms of revenue for next year
Motion to approve Budget Quarterly Report: Lisa Pérez
Second: Diane Leslie
Approved

4. Affiliate Organization Reports
NNELL (Kathy Olson-Studler)
• NELL will be at ACTFL and CSC
• Kathy O.-S. requested a morning session for NELL at the Fall Conference 2015
AATSP (Lynn Montgomery)
• State Spanish Contest will be all virtual
• November 18, 2014: Upcoming meeting with a workshop by Gwen Barnes on use of images for communication

**Discussion:** Ayumi Stockman asked if the Minnesota Council of Teachers of Japanese is officially an affiliate of MCTLC and if not if it should be added/

Motion to add the Minnesota Council of Teachers of Japanese as an affiliate organization:
Lisa Pérez
Second: Kay Edberg

**Discussion:** Marjie H. asked if we wanted to keep the AATF, AATG and the Classical Association as affiliates. The consensus was that they should be contacted and invited to send a representative.
Marjie H. asked for a volunteer to connect with the ASL Teachers Board and ask if they would like to have a presence in MCTLC. Jenny Johnson and Martin Pflug will start a Google document with Marjie to craft questions to start the conversation.

5. Regional Representative Reports
• Ayumi Stockman – report on LEAPS Act. **Bilingual/multilingual seals** are part of LEAPS. Minnesota awards World Language Proficiency Certificates to High School students since 2009. The Bilingual/Multilingual Seal was passed in 2014.
• Minneapolis and St. Paul Public Schools, and Minnesota Department of Education are collaborating and researching assessments in other states, as well as working with legislators
• In the 2013 -2014 **679** were awarded certificates for Spanish, French and Chinese at the Standard Level
• **80** (Spanish and Chinese) awards were given during the same school year at the High Achievement Level
• Marjie H. asked Ayumi S. to write an article on the certificates and seals
• Grant Boulanger suggested the idea of MCTLC giving grants for teachers to work with these seals and certificates
• Kathy Olson-Studler suggested working on a position statement on the seals and levels of proficiency and making strong recommendations to the public.

6. Fall Conference 2014 Review

- **Membership / Registration (Jenny Johnson)**
  - 196 attendees from 168 in 2013
  - Suggestions for next year:
    - Increase conference dues
    - Reconsider Pay Pal and Wild Apricot
    - Continue opening registration early (in May)
    - Close early registration early and reconsider the pay schedule
      - To be discussed in the next meeting
    - Revise continuation of pre/post Conference Workshops
- **Overall Conference Evaluations (Kay)**
  - Overall experience and Keynote speaker had high marks
  - Topics for future conference: strategies, differentiation, more elementary school topics
- **Session Evaluations (Kay)**
  - Selection of Best of MN Session
    - Ayumi S. suggested adding a description to the question of Best of MN
    - Hegstad and Borey, “Mini skirts not allowed” selected to represent MN in CSC 2016
  - Encore Sessions
    - Offer the encore sessions as workshops during the year instead of as a repeat at the following year’s Fall Conference
- **Exhibits Report (Marjie, for Barb Judd)**
  - 19 booths (less that last year), ads up
    - Martin P. suggested inviting colleges and universities to exhibit as a recruiting tool.
- **Door Prizes Report (Diane)**
  - New Door Prize Chair needed for next year
- **Awards Report (Martin P.)**
  - Martin recommended advertising the awards early
- **Website (Marjie for Jen Duronio)**
7. Vacant Positions:
   - Newsletter editor: filled by Lisa Pérez
   - Door Prizes Chair
   - Exhibits Chair
   - Central States Conference Report (Marjie Hay)
     - Awards
     - Volunteers

8. Fall Conference 2015
   October 23, 2015
   Educating Global Citizens
   Possible Keynotes
   Stacy Berden

9. Upcoming Events
   - November 14: MinneTESOL Conference
   - November 15: Jan Holter Kittok Workshop in Rochester (Coordinator: Lisa Pérez)
   - November 20-21-22: ACTFL Convention in San Antonio (Mary Thrond, Kay Edberg, Frances Matos-Schultz)
   - February 2015 Workshop in Duluth (Martin Pflug)
   - March 12-14, 2015: Central States Conference
   - April 11, 2015: Minnesota Department of Education Professional Development Workshop
   - May 14-16, 2015: Ninth International Conference on Language Teacher Education in Minneapolis
   - June 22-25, 2015: Comprehensible Input Workshop
   - June, 2015 possible partnership with MDE to offer an ACTFL OPI familiarization Workshop

Upcoming MCTLC Meetings:
   - Virtual Meeting: February 21, 2015  9:00 A.M.
   - (Tentative) Seal and Certificate Workshop and Meeting: April 11, 2015
   - Summer Retreat: Aug, 6-7, 2015

Meeting adjourned at 2:59 P.M.
Minutes submitted by F. Matos-Schultz