

Foreign Language Association of Virginia Board Meeting

Koger Center Holiday Inn, Richmond, Va
October 13, 2005

Present: Kris Tilley-Lubbs, Maria Still, Isi Kessel, Nancy Cundiff, Debbie Sommer, Sheila Cockey, Terry Hathaway, Terry Franson, Linda Szwabowski, Sarah Earle, Kathryn Murphy-Judy, Helen Small, Amy DeGraff, Dirk Johnson, Sue Robertson, Thomas Sones, Paula Patrick, Norah Jones, Lisa Fore

The meeting was called to order at 2:25 P.M. by President Kris Tilley-Lubbs. Board members were welcomed and introductions were made.

Minutes:

Nancy Cundiff, Secretary

MOTION: Norah Jones made a motion that the September 10, 2005 board meeting minutes be approved as amended. The motion passed.

MOTION: Norah Jones made a motion that minutes as approved be posted on the FLAVA website. The motion passed.

Treasurer's Report:

Maria Still, Treasurer

Net Worth Report

As of October 13, 2005

The treasurer's report was approved as presented.

- Kris has asked a CPA to look at the cost per participant of the conference. The CPA will work on a report of the findings.
- Other issues being addressed include other expenses such as the cost of expenses for board members, and providing an analysis of all expenditures and practices of the board.
- There are plans to set up programs to guide board members in the future, for continuing analysis, for categories for itemization, and for the budget of the Conference Chair.
- All expenditures must be approved by the president.
- Everyone must submit receipts for reimbursements.
- Questions were raised regarding how much could be made on the conference and still remain a non-profit organization, and if the cost per participant should be made available to the membership.

President-Elect's Report

Lisa Fore

- Conference signs were printed by Jerry's signs in Abingdon, VA. Eleven signs were printed at a cost of \$30 each.
- FLAVA Conference 2006 is tentatively set for the weekend of October 14, but as of October 3, 2005, that date could not be confirmed as definite. Nov. 9-10 is also a possibility.
- Conference 2007 is currently scheduled to be held at the Holiday Inn Select Koger Center. The

date is tentatively set, but cannot be confirmed this far in advance. October 10-11 is a possibility.

- There was discussion of future sites and conference dates. A possible new site in Fredericksburg which is about 40 miles from Ashland was mentioned. Kris proposed that Debbie Sommer, Sheila Cockey, and Paula Patrick investigate possible conference sites and reply by email to board members by Friday, October 21. Isi Kessel indicated that specific information was needed, such as hotel costs for rooms used, etc. before talking to other sites. There is a problem in that it is hard to give final counts to the hotel, but they need this information by their deadline.
- Kris said that policies and procedures needed to be established and appointed an ad hoc committee to look closely at these to establish guidelines and to identify persons to oversee these guidelines. Debbie Sommer was asked to chair this committee. Items for the committee to consider are due dates, who's responsible for what job, specific responsibilities and consequences. Members of the committee include Nora Newell, Isi Kessel, and Sheila Cockey. The desired outcome of this committee is to create a policy manual with specific information on each position by month. Possibly a pdf file could be placed on the FLAVA website.

Editor's Report, FLAVA Bulletin

Sheila Cockey, Editor

- Sheila indicates that Maria and Terry Franson would be able to give an account of the cost of printing and mailing of the *Bulletin*.
- She will be out of town the first 15 days in February and that February 15 is the due date for articles to be submitted for the spring issue
- Sheila reminds people to continue to submit wonderful articles, send pictures if appropriate, send dates and short descriptions of events that are in the future, and get things in on time. When sending pictures, please actually send the picture which she can scan, send digitally or on a disk.
- Kris is planning to create a FLAVA List Serve which her secretary will do free of charge.
- There were questions about Lifetime Membership and certain members not receiving a copy of the *Bulletin*.

Department of Education

Helen Small, State Dept. of Education

- **LinguaFolio Virginia** - The pilot program is continuing through the 2005-2006 school year. *LinguaFolio* is a living document which will grow and evolve based on the feedback received from the students and teachers who participate in the pilot project. Virginia teachers wishing to participate in the pilot may sign up online through *LinguaFolio* at <http://www.doe.virginia.gov/VDOE/Instruction/Language/linguafolio/index.shtml> or through the five-state *LinguaFolio* site at <http://www.doe.virginia.gov/linguafolio/>. *LinguaFolio* is for all languages and is for secondary, university and adult learners. We also hope to begin a five-state pilot of *LinguaFolio Jr.*, for elementary and early middle school students, by late fall.

Governor's Foreign Language Academies - The website for the Governor's Foreign Language Academies has been updated with information, applications and other documents for the summer of 2005. The superintendent's memo will be posted Friday, October 14. The 2006 Academies will continue to be housed at Virginia Commonwealth University, with anticipated dates of June 24/25 to July 16. We are continuing to expand the global aspect with some joint activities, although the six Academies continue to operate independently. The website can be found at:

<http://www.doe.virginia.gov/VDOE/Instruction/Language/GAindex.html>

Virginia Commonwealth University will be putting videos on their website featuring the Academies and

including Olympios.

- **International Education Grant** - In a joint effort with Dr. Beverly Thurston, Specialist for History and Social Studies, and Faye Rollings-Carter, Associate Director for Middle and High School Instruction, we have conducted a survey about activities promoting International Education of all school divisions in Virginia and are currently compiling the results. We have invited prominent educational, legislative, business, and community leaders to serve as a supervisor's task force and will meet with them on November 29, 2005. The task force will then recommend a date, location, and objectives for a full-day International Educational Summit to be held in spring 2006. This summit, sponsored by the Virginia Department of Education, will be for key administrators, educators, parent and student representatives, legislators, and State Board of Education members to discuss the importance of international education in Virginia.
- The vision for international education in the Commonwealth of Virginia is for students to be provided opportunities to:
 - expand their curiosity to explore and understand connections across cultural, economic, and political lines,
 - communicate with people and societies in one or more languages other than English beginning at an early age,
 - recognize through global awareness the similarities and systems that cross countries and cultures,
 - understand the significance of the past with respect to current events and,
 - engage in problem-solving activities that focus on real-world issues.

The superintendent's memo and a copy of the survey worksheet can be viewed at:

<http://www.doe.virginia.gov/VDOE/suptsmemos/2005/adm049.html>

SOL Review: The Foreign Language Standards of Learning are scheduled for review, with approval of revisions by June 2007. This lengthy process will begin during the current school year with a superintendent's memo in the spring announcing the revision and subsequent nomination of qualified individuals available to serve on the writing committee.

- Kris asked Helen if there could be links on the state website directly related to the content areas specifically.
- A note of interest was mentioned regarding PBS. There is a program called "Ready, Set, Learn" for ESL and Spanish-speaking students. At www.pbs.org, look on the right side in the education area to find this program which offers free material.

Advocacy:

Norah Jones

- Norah is excited to have Ann Moore on the committee.
- She talked about the possibility of having a list serve for Advocacy Alert issues, or maybe integrating this with the membership list serve.

Parliamentarian:

- Kris asked Sue Robertson if she would serve as Parliamentarian. Sue will be going off as president of CAV in May. Kris appointed Sue to be Parliamentarian as long as she is CAV president.

Recognition & Awards

Kathryn Murphy-Judy

- Awards recipients:
 - Excellence in Foreign Language Teaching, K-12 – Hope Demergis
 - Excellence in Foreign Language Teaching Post-Secondary – Dr. Vera Niebuhr
 - FLAVA Distinguished Service - Dr. Maria Still
- Norah Jones initiated discussion about establishing one place for the board’s engraving services, so there is a one-time standard fee for our “design”, which the company would have on file to use. Kathryn will gather information regarding details of costs, template, etc. and bring this to the February meeting.

Year of Languages

Karen Falcon

- Karen was not present. Sheila Cockey gave her report.
- The committee has talked with Marty Abbott about the presentation of the award. She has suggested that the award be given at ACTFL during the YOL Celebration on Saturday in conjunction with the Awards Ceremony.
- The committee needs to know what costs FLAVA will fund, such as hotel and meal expenses, and how much will be designated. There is also a question about the coverage for expenses for the student, family member, or board member. The deadline for the contest is the end of October. There was discussion about plaques, certificates and ribbons for participants. The committee was reminded that the Board gave the committee \$1000 to spend as they determined on contest expenses.

Membership

Terry Franson

1. Terry indicated that as of Oct. 13, 408 pre-registered forms had been received. The bags have been stuffed and are ready to go.

Nominations Committee:

Debbie Sommer

- Following is the slate of officers:
 President Elect: Isi Kessel
 Treasurer: Terry Franson
 Secretary: Nancy Cundiff
 Conference Chair: Lisa Fore
- At Kris’ request, all bios have been printed and are ready to be posted.
- Ballots have been prepared in the event that a nomination is received from the floor.
- With the Board’s permission, Debbie would like to place sign-up sheets at a table near the banquet and the entertainment rooms for interested volunteers. It was also suggested that the need for volunteers be mentioned at the banquet and after the elections at the general meeting.

Professional Issues:

Sarah Earle

- Sarah indicated there is a need to have more people involved and better public relations for informing teachers about FLAVA. Amy DeGraff suggested sending a conference program to

supervisors across the state. Kris asked Norah and Kathryn to write a letter to administrators to talk about FLAVA.

FLAVA Conference 2005 Committee Report

Isi Kessel, Program Committee Chair

a) Program Committee Report:

- Isi indicated that the committee had worked hard to provide a balanced program. One strand had been omitted, and two additional sessions were added at the last minute. There are problems when deadlines are not kept. Missing one deadline affects another deadline.
- Volunteers from the board are needed to help cover sessions and stand at the door for dinner.

b) Exhibits:

Terry Hathaway, Exhibits Chair

- At present, there are 36 paid exhibitors, up by three from last year. Contributions toward the conference totaled \$1,010 from 4 exhibitors.
- Coffee and cookies will be provided at a cost of \$209 for the exhibitors on Friday afternoon. Additionally they will receive a small bag of peanuts as a small token of appreciation. The cost of the peanuts is \$106.47.
- There was discussion regarding the issue of refreshments for the exhibitors, and conference attendees. All food has to be supplied by the hotel. Terry was asked to supply a detailed cost and information list for the board to review.
- Two exhibitors have withdrawn due to illness. One withdrew prior to the deadline and received a refund, and the other did not withdraw by the deadline and will forfeit their fees for booths and chairs.
- Additional tables have been requested for the AATs. Norah Jones informed Terry that it is customary for the AATs to contribute toward the cost of the extra tables. To date, and to her knowledge, Terry has not received any monies.

c) Local Chairperson:

Linda Szwabowski, Local Chair

- Linda worked with Sarah to recruit volunteers to help with registration and covering sessions. Board members will also help.

Website:

Kris Tilley-Lubbs

- Mark Keith has resigned as webmaster for FLAVA. He submitted a letter to the Board explaining his position and offering recommendations for future consideration.
- There was discussion about the webmaster position and what the expectations were from the Board. Some proposals were submitted. Kris appointed an ad hoc committee to seek out bids, proposals, and criteria on a professional basis for a position as webmaster. The committee is to look at costs and strengths and weaknesses of the proposals. The committee members are Dirk Johnson and Sheila Cockey. Board members should give suggestions to Dirk or Sheila.
- There will be an announcement at FLAVA indicating the need to fill this position.

MOTION: Norah Jones made a motion that the FLAVA Board unanimously expresses its thanks and appreciation to Mark Keith for his years of distinguished service as the FLAVA Webmaster. The motion passed.

MOTION: Kathryn Murphy-Judy made a motion that FLAVA donate \$500 to Katrina Relief efforts through ACTFL. The motion passed.

Association Reports

AATF

Amy DeGraff

- Amy indicated that the organization had worked hard to bring in speakers for the conference.
- Janel LaFond-Paquin, from Rhode Island, will present her acclaimed workshop on the teaching of *Le Petit Prince* by St. Exupéry.
- Fabrice Teulon from Virginia Tech will present a session on France and the European Union and Françoise Watts, co-president, will talk about recently published novels that could be of interest to teachers.
- The AATF chapter meeting will include a lunch/business meeting followed by the showing of a short French film entitled “La Révolution des Crabes” and discussion with its director, Arthur de Pins.
- Contact Amy DeGraff at adegraff@rmc.edu

AATG

Dirk Johnson

- The summer immersion program at Sweet Briar College was very successful. The topic was “cooking” with Sebastian Dickaut, who is an established cook and author of a cookbook in Germany. Mr. Dickaut was the guest of the program and approximately 25 teachers and professors cooked German meals together with him over the weekend of Sept. 30-Oct. 2. The event was hosted by Sweet Briar College and the Goethe-Institut in Washington.
- Contact Dirk Johnson at drjohnson@hsc.edu

AATSP

Karen Falcon

- Karen was not present at this meeting. Sheila Cockey related information from Karen indicating that there would be a luncheon along with entertainment at the meeting immediately after the conference and that a representative from the National Spanish Exam and from AP would be giving presentations.
- Contact Karen Falcon at kfalcon@wakefieldschool.com

MAATJ

Thomas Sones

- The Japan Foundation has agreed to provide software to schools to bring systems up to specifications for Japanese capabilities.
- Contact Thomas Sones at sonessensei@hotmail.com

VAFL Supervisors Association

Paula Patrick

- There will be a breakfast meeting at the conference on Saturday morning.

CAV

Sue Robertson

- The Classical Association of Virginia held its fall meeting on Saturday, October 8, 2005 at the University of Virginia in Charlottesville. Dr. Thomas Sienkewica, the American Classical League Vice-President, from Monmouth College was the primary speaker. He delighted all with a humorous and thought-provoking presentation, entitled “Troy in Cartoons”. Rose Mary Sheldon from the Virginia Military Institute and Stephanie McCarter from the University of Virginia also were guest speakers.
- By-Laws were updated, announcements concerning the three contests sponsored by CAV were

given, and members were made aware of the special awards for two teachers and one student. There was also discussion concerning increasing membership in CAV.

- Peter Howard from the AP Board and his family were guests for the meeting, as he was in Virginia to conduct an AP workshop in Latin in Henrico County.
- The spring meeting of CAV will be held at Midlothian High School on May 6, 2006, with a special luncheon at Crab Louie.
- Contact Sue at Katherine_Robertson@ccpsnet.net

NNELL

- Kris announced that Rachel has resigned as NNELL representative, and a new representative is needed. NNELL stands for National Network for Early Language Learning.
- Discussion included support for a person in this position with regards to attending regional and national meetings. The question was raised as to whether FLAVA should sponsor a representative for this organization.
- It was suggested that FLAVA investigate Virginia teachers who are already members of NNELL to see if anyone could serve as a representative for FLAVA. Paula Patrick will check into this.

Announcements

MOTION: Nora Newell made a motion that mileage reimbursement be changed to 40 cents. The motion passed.

- There was discussion as to why more people are not willing to be presenters. An activity is planned for the banquet in order to enlist people to think about topics they could present.
- The next meeting will be February 25, 2006.
- Kris shared information about a “study abroad” course in Mexico for one month during the summer. Contact Kris for more information.

The meeting was adjourned at 9:00 p.m.

Respectfully submitted by

Nancy Cundiff, Secretary