

KWLA Full Board Meeting
University of Kentucky
Main Building, Room 005
10:00 a.m.

1. **Call to Order** E. Anama-Green calls to order at 10:24 a.m.
2. **Roll Call and Secretary's Report** Sara Merideth, Past-President; Emmanuel Anama-Green, President-Elect; Chris Anama-Green, AATSP; Ben McMaine, Regional Representative Liaison; Jennifer Kennedy, NNELL; Lydia Kohler, AATF; Jeanmarie Rouhier-Willoughby, University Liaison; Aggie Manion, Secretary; John Kreuger, AATG; Brandi Larkey, KCA; Tanya Coffey; Treasurer; Alfonso DeTorres Núñez, KDE. E. Anama-Green calls for review of minutes from September. After a few minutes of review, one change was proposed and then E. Anama-Green called for a motion to approve the minutes. The minutes were unanimously approved.
3. **Treasurer's Report** After recent payments received this morning, the bank balance is \$30,656.68. After making the conference payment of \$26,445.74, our available balance is \$4,211.94. We still have a total of \$10,145 in outstanding conference payments. New past due invoices will be generated and sent via email in the coming weeks. We will be scheduling an appointment with Emmanuel's attorney to begin working on the 501C3. B. McMaine requests a point of clarification about how we follow up with schools still with outstanding accounts. T. Coffey responded that we will be sending a second round of invoices with reminders of late payment fees. There is a \$5 late payment fee if 30 days have passed. E. Anama-Green asked for a point of clarification about whose emails the second invoices will be sent to. T. Coffey responded that most of the emails seem to be attendees emails. S. Merideth inquired about the 501c status. E. Anama-Green asked when the board would like to schedule the meeting with the certified public accountant in Corbin, Kentucky. Limited fees and a family connection to this accountant. He will complete the IRS form for the 501c3. We will require the presence of Treasurer, Interim President, President-Elect or Vice President, and possibly Secretary as well. To cut the cost even more, if the board completes some of the paperwork in advance, it will reduce the accountant's fees. The accountant's fees will be balanced out by the savings the 501c3 status. S. Merideth reminded the board that the Saturday luncheon alone cost us 6% on top of the \$4,000 luncheon fee. The accountant's fee would be under \$1000 all said and done. T. Coffey inquired about the service fee but S. Merideth clarified that the service fee is non-negotiable even under the 501c3 status. T. Coffey added an additional point of clarification about why we have not aggressively pursued this status in the past. Some of the information that is

required for filing the paperwork may not be in our possession as it has perhaps left with previous board members. E. Anama-Green added that he feels we would have success with the assistance of the accountant. S. Merideth clarified that as an organization, we are under the financial threshold to be required to file taxes but we do have to provide 3 years of financial documents for the 501c3 paperwork. We were unable to provide 3 years in the past but at this point, we can. E. Anama-Green added a point of clarification of when we would like to discuss the rescheduling of this meeting and S. Merideth clarified that we should do that via email with only the necessary members involved.

4. President's Report

Secretary's Reading of the Resignation Letter from Lucas Gravitt.

October 9, 2017

Dear KWLA Board,

After serving on the KWLA Board for more than a decade, I am amazed at all of the wonderful personal and professional connections I have made, as well as the growth of the organization and World Language programs in the state. The organization gave me a home as a teacher-to-be in 2006, and continued to support me as a teacher.

Now this organization is taking away my job and livelihood.

I have made lifelong friends, and have had amazing experiences serving the Board and World Language educators in Kentucky.

After much personal reflection, I hereby submit my letter of resignation as the KWLA President, effective today, October 9, 2017.

KWLA supplies and materials that are in my possession will be transferred to Past-President, Sara Merideth, at a mutually satisfactory time.

As President-Elect, Emmanuel Anama-Green, has initiated a legal operation against me by demanding an open records request to my school emails, due to my failure to maintain professionalism with fellow colleagues, he will certainly have all passwords, and information for the website, social media, PayPal, personal communications, and anything else he desires associated with KWLA, once my school district completes their investigation and complies with his legal request of my records. Yes I confided in colleagues about the organization, but I'm sorry it came to a legal investigation, but I am

guilty of being mean and rude. In reality, KWLA is not worth my livelihood and family. I apologize to Emmanuel for any pain I have caused you. Please retract your legal action against me, and release me from this hostage situation. I will no longer be a victim.

Discussion of my resignation should be limited to this email. Legal action will ensure if not.

Future inquires or discussions can be directed to my attorney, Richard "Dick" Rawdon, in Georgetown, KY.

I wish you and the organization all the best in the future. Viel Glück and happy teaching!

Tschüs,

Lucas M. Gravitt

At 10:55 a.m. after a moderated discussion of Interim President Role, E. Anama-Green was voted in as Interim President and B. McMaine as Interim Vice-President. Both will serve in this role until conference 2018.

5. Regional Representatives E. Anama-Green told us about the new alignment of the regional cooperatives with the redefined regions. S. Merideth clarified that because voting concluded last night at midnight, now those votes cast have to be verified as members of those cooperatives and then we will be able to declare the regional representatives of the newly realigned regions.

6. University Rep The Kentucky World Language Chairs from public and private institutions met for their annual meeting at the September conference. Issues discussed included:

- 1) Recruitment strategies on and off campus
- 2) Heritage speakers and accommodating them into World Language classes at the college level
- 3) Seal of biliteracy
- 4) Placement issues and procedures for entering students
- 5) Certifications for interpreting
- 6) KWLA podcast guests suggested: business people, KDE commissioner, Stasie Harrington of WKU
- 7) Alfonso de la Torres Nunez gave a report on issues from the KDE perspective including:

Budget cuts; Program Review; Course Code project; World Language Standards for the state; Teacher shortage; Collaborating with college World Language departments for possible internships at KDE; Growth in World Languages in public schools.

J. Rouhier-Willoughby asked for a point of clarification about how people are notified about the availability of the podcasts. S. Merideth clarified that J. Kennedy as social media liaison is responsible for notifying through those venues, S. Merideth is responsible for emailing the membership, but that due to website issues in transition, this role needs clarification of who will be responsible for getting the word out. A. Manion also added that A. DeTorres Núñez also emails several different groups. J. Kennedy added that she will renew her efforts to get the podcast on iTunes. E. Anama-Green added a point of clarification that in his summer travel program, he hears praise for the world language community if Kentucky even abroad.

7. Affiliate Organizations

- a. AATF** AATF is tentatively planning a professional development event at Transylvania University on March 30, 2018. Also, we have a PD planned for October of 2018 with Jacque vanHouten. We will award Program Recognition for French teachers who apply after Christmas.

B. AATG J. Kreuger reports that there was to be a professional development Feb 24th through the Central Agency for Schools through the German government. Location is TBA. There will be a immersion weekend at Camp Crescendo in March that has occurred previously. Last year there were 25 students and this year as more high school teachers are involved, a higher student turnout is expected.

C. AATSP

Officers

During the AATSP-KY meeting at the KWLA board meeting, the members elected Ben McMaine as President-Elect. Chris Anama-Green formally transitioned to President. Liz Cobb-Owens and Tanya Coffey remain secretary and treasurer, respectively. Catherine Del Valle will continue directing Sociedad Honoraria Hispánica. Ruth Pascual was introduced as the new National Spanish Exam Kentucky Coordinator.

Financials

The chapter officers successfully gained access to bank account information and updated officers names on accounts.

Communication

Officers now have access to AATSP-KY Facebook page and are updating it with information from AATSP headquarters and relevant state-level information.

We are working on an e-mail list for Spanish teachers in the state and have received current member e-mails from AATSP headquarters. We are investigating options for managing the e-mail list and keeping members up to date via e-mail.

Members have expressed interest in local immersion dinners occurring a few times a year. Please forward names of any Spanish teacher-leaders that may be interested in leading this in your region to Chris Anama-Green.

National Spanish Exam

Ruth Pascual is organizing NSE for 2017-2018 and beyond. Ruth presented a session during the KWLA conference about how to get involved and give the NSE at your school. Kentucky teachers interested in giving the NSE in their schools this year may contact Ruth Pascual (rpascual@caschools.us).

There are scholarships available to freshmen and sophomores for a language camp. Juniors can apply for 24 travel scholarships before the February 15 deadline. Seniors may apply for money scholarships and deadline is in May. Details are available from Ruth Pascual (rpascual@caschools.us).

Sociedad Honoraria Hispánica

SHH has scheduled its annual conference for February 16-17 in Newport, KY. The conference remains the only SHH student conference in the nation.

Catherine Del Valle presented a session on how to start an SHH chapter in your school during KWLA conference. Folks interested in starting a chapter should contact Catherine.

D. KCA B. Larkie reported that the Covington Latin school is hosting a Fall forum November 11th for schools all across the state. March 2nd-4th will be a state event. Conversations with A. De Torres Nunez concerning the state standards for classical languages. Goals for the coming year include encouragement of renewal of memberships and activity. Looking for advice from other AAT presidents who have had success in gaining a strong membership.

E. KAJLT KAJLT received a grant from Japan Foundation Los Angeles to help sponsor this year's Kentucky Japanese Speech Contest. We will rename it to "Bluegrass Regional Japanese Speech Contest" this year to make it more accessible to nearby states, such as Indiana and Ohio. It will be held on March 4 (Sun), 2018 at Atherton High School in Louisville.

F. KACLT No report.

G. NELL NELL's membership year started in September. The NELL-KY rep networked and presented at the KWLA conference. NELL encourages any elementary

or middle school teacher to sign up for NNELL. It's only \$30. A survey was sent out in regards to organizing more Round Table discussions focused on a specific topic relating to early language classrooms - these are meetings to replace the FLES Swap Shop that had dwindling attendance. The NNELL breakfast will be held on Saturday during the ACTFL conference. Anyone who is interested in attending please let Jennifer Kennedy know.

H. JCPS No report.

I. FCPS No report.

J. KDE

Curriculum and Instruction

1. Senate Bill 1 (2017) Guidance Related to School Assurances For 2017-18 school year, schools and districts must complete assurances online by January 15th, 2018, in the e-Prove system as part of school profile reporting requirements for the following areas: Visual and Performing Arts, Writing, World Languages, Primary Program (K-3) and Practical Living Career Studies.

2. Standards Review and Revision

Per SB1, a review and revision process for all academic standards is to be initiated.

For World Languages, the process has been moved up in the timeline:

i. The reviewing process will start on January 2018

1. January 2018 – Applications for committees
2. January 2018 – Public comment
3. June 2018 – Final product sent to commissioner

ii. The approval process will start on June 2018

1. June – July 2018 – Reading by KDE Leadership and approval to be submitted to KBE
2. August 2018 – First reading by KBE
3. October 2018 – Second reading by KBE

iii. If approved, the implementation phase will start in January 2019.

Assessment

1. New accountability system The Kentucky Board of Education unanimously approved the accountability system on August 23rd, 2017

i. Public Hearing On Kentucky's Accountability System, conducted on October 26th, 2017

ii. People can still submit written comments:

Kevin C. Brown, Associate Commissioner and General Counsel, Kentucky Department of Education, 300 Sower Blvd, 5th Floor, Frankfort, Kentucky, 40601, phone 502-564-4474, fax 502-564-9321, email kevin.brown@education.ky.gov

For information on accountability system: KDE's Every Student Succeeds Act (ESSA) webpage.

2. Seal of Biliteracy and Global Citizenship Certificate KDE working in a system to provide the opportunity to recognize these in the transcripts.

Professional Learning

1. Global Competency and World Languages regional cadres 2017-18

Eliminated due to budget cuts. Exploring possibility of providing professional learning through webcasts for 2017-18.

2. KY Teacher Global Competency and World Languages Newsletter

Addition of new sections: ASL and Language Immersion.

Administrative Support

1. New WLs Course Codes January 2018 – Beginning implementation

2. KDE World Languages webpage Updates and additions (Language Immersion, WLs and KY Framework for Personnel Evaluation)

3. KDE Visiting International Teachers program Exploring partnerships with other countries to address WLs teacher shortage (Mexico, Uruguay, and Argentina; France and Canada; Germany; and Japan).

4. KET WLs Toolkit KDE funding protected (despite budget cuts) to continue the work on the toolkits and their expansion. French version is now available (Découverte); German about to be published; conversations continue for ASL and Chinese

K. Teacher of the Year No report.

8. Showcase

The Showcase portion of the website has been updated with the March 24, 2018 date. The guidelines have also been tweaked. We may consider raising the price to \$12/student depending on what the 2018 budget for KWLA allows. Addison Welp with KYFAME, a manufacturing cadre who wishes to help train the future workforce, has

been contacted so we will hopefully have more booths for students to visit. L. Kohler will start contacting our usual booth-holders soon. If you know someone who would like to present a cultural workshop or have a booth, please speak with them on the Board's behalf and have them email showcase@kwla.org with any questions or to sign up for a booth.

AAT's need to revise and/or resubmit reading and listening section questions. These can be written by a committee from your group; they do not have to be written exclusively by board members. Because the same teachers come each year, the students deserve a fresh test each year. A final draft of your language's test should be finished by mid January. It would be great to have them finished by Retreat.

The Showcase meeting at Conference brought to light that teachers would like to have a refresher on the proficiency guidelines and how to score Showcase Interpersonal Interviews. A. Manion and I may work on a video to show teachers what the expectations are for this event, to clarify expectations.

J. Rouhier-Willoughby added the point of clarification that all rooms have been reserved for Showcase. The same building will be used as last year. A. Manion asked for a point of clarification about the date by which our budget will be finalized to know the budget for Showcase. S. Merideth added that this will be discussed at a later time. A. DeTorres Núñez asked for a point of clarification as to whether or not L. Kohler will be reaching out to some state and workforce employees about joining at showcase. L. Kohler replied that she had reached out last year and had no response. A. DeTorres Núñez responded that he will be reaching out to those people as well. This is a great venue for employers who value bilingual employees to meet some of the top world language students in the state preparing to join the workforce. A. DeTorres Núñez added that the World Affairs Council of Kentucky and Southern Indiana would be a good group to reach out to for the showcase.

At 11:50, the meeting paused for 10 minutes and resumed at 12:00p.m.

9. Conference Committee S. Merideth reported that 90 people filled out evaluations of the conference. Most responded that they know about the conference because of email notifications. Most registrations were online. 72% said that price was reasonable. 31.6% said they had been several years and 11% were new teachers. Several who had attended 25 years+. Overall, 65% found very useful. 3 hour workshops 60% did not attend. Feature workshop had no feedback. 66% found the hour sessions useful. Keynote had the largest number of very useful feedback. Some comments included that 57 people chose to add individual comments. Positive comments about venue and

price. Some feedback about the lack of variety in the types of sessions. Requests for snacks throughout the day and more standing tables for wine and cheese event. Some feedback about the overlap in sessions and being unable to attend more. One university professor added that it was more of a service activity than anything else. One comment that this conference didn't offer much to the attendees who already understand the communicative approach and the ACTFL standards. S. Merideth added that we could learn from ICTFL's method for offering more in-depth study for teachers. One first-time attendee commented that there was too much down-time where they would have preferred to be learning. One request for a Kagan training specific to WL teachers. 106 session responses for individual sessions. We now need to discuss the future venue for conference as Crowne Plaza has dropped our contract. We did not fill enough hotel rooms. This may offer the option to move our conference back to Lexington, which is more affordable than Louisville. One of L. Gravitt's final actions as President was to contact the Lexington bureau of commerce and then passed all communications back to S. Merideth. Four Points by Sheraton and Griffin Gate both offered to serve as our venue for September 20-22. Our bid technically expired on October 13th but has since been extended. S. Merideth shared that positives of Griffin Gate is the \$79 food minimum requirement. \$10,000 food and beverage requirement at Four Points. Four Points offers a \$98 hotel room and Griffin Gate a \$118 room rate. Four Points does not require a meeting room rental fee. Griffin Gate offers exhibitor tables at a one time \$40 fee. Crowne Plaza was \$200 per table and Hilton was \$25 per table due to a network connection. We would get a 10% discount for in-house audio/visual at Griffin Gate. Complimentary self parking, customizable catering menus, waving of the resort fees. Average pricing for lunches \$26 but S. Merideth will look into discounted lunch rates. A. DeTorres Núñez also added the convenient location of Griffin Gate in regards to the proximity of other hotels nearby that offer lodging options. Four Points and Griffin Gate both have the exact same projected expectation of how many rooms will be booked for Thursday-Saturday. S. Merideth added that due to recent financial constraints, we might consider scaling back the conference. Including: canceling the President's Reception and the Thursday-evening sessions. We could also look at bringing in 3 different speakers who aren't quite as heavy-hitting as TOY. It would offer more speakers in the same budget. B. McMaine asked about the possibility of Lexington attendees not staying in a hotel room but S. Merideth responded that we never struggled to meet our hotel room block in Lexington like we always did in Louisville. We have attendees coming from Western, Northern, and Eastern parts of the state. Lexington is more central and accessible for Indiana and Ohio world language educators. A. DeTorres Núñez added that he could reach out to the Ohio and Indiana WL community if we would like. S. Merideth added reaching out to the Tennessee world language community as they do not have a state organizer. West Virginia could also be an interested WL community. One downfall to Four Points is their availability is limited to

September 6-8 and this is quite early for us. S. Merideth is happy to continue discussing and pursuing the Marriott Griffin Gate as our venue. The board agreed that S. Merideth should pursue the Griffin Gate. S. Merideth also mentioned the very popular Friday-night trivia game at ICTFL. A. De Torres Nunez volunteered for Conference Committee and also added that Noah Geisel in ACTFL has organized a stand-up comedian theme for world languages. Perhaps we could spin off of this and trivia night as options for Friday night entertainment. S. Merideth clarified that a comedy club in Nashville has a one-saturday-a-month evening about teachers. But Noah has organized it to be a World Language edition for the Saturday evening of ACTFL in Nashville. J. Kennedy asked about the press release about this year's Teacher of the Year. A. DeTorres Núñez responded that there will be a presentation and an article for Christine and the Administrator of the Year. Since Christine is not in the public sector, there may be an issue for the editors of the newsletter. S. Merideth clarified that the press release is not released but that we can follow-up with Ben Hawkins. J. Kennedy also inquired about the conference materials being uploaded to the website. S. Merideth responded that Lucas Gravitt had begun this task and she will reach out to him about the status of that. T. Coffey added that she supports the idea of a cash bar for the showcase that would both alleviate the liability and the financial burden of the alcohol. Total cost of President's Reception was \$2,419.50 and Wine and Cheese was \$2,300. J. Kennedy brought up that we should be prepared for some negative response but L. Kohler added that this is standard in lean times in the education world. Cost of cheese and vegetables alone cost about \$1,000. S. Merideth shared some of the ICTFL conference habits: Vista sponsored all nametags, Explorica sponsored all lanyards, no swag bags were given. J. Rouhier-Willoughby added that it is a nice piece of advocacy to have KWLA logos on pens, etc. A. DeTorres Núñez also added that he may have some connections to companies who may be interested in sponsoring some materials.

10. Committee Reports

- a. **Advocacy (J. Van Houten)** S. Merideth brought up that we will need to vote for a new chair of Advocacy.
- b. **Awards (B. Hawkins)** In preparation for next year's awards program, I have been busy making changes and updates to the web pages on our website dedicated to the awards. I have also been contacted about writing up press releases for our Amici Linguarum winner, Outstanding New Teacher, in addition to the one we automatically draw up for our Outstanding Teacher. I will be meeting with our Outstanding Teacher winner from this year's conference soon via Skype in order to discuss her next steps as she moves on to SCOLT. Lastly, I mentioned this to Lucas last time we spoke that I would like to do some sort of communique to our members about the awards process, either through a session about awards at next year's conference or a KWLA podcast session or both.

Would be interested to know what the board thinks about these ideas. As always, thank you for the opportunity to serve!

c. Leadership (B. Hawkins)

d. Membership (S. Merideth) Within 6 days of conference ending, S. Merideth had all attendees updated in A Member. Lots of expired email addresses. 749 email addresses receive membership messages from S. Merideth. A Member keeps memberships even after they have expired. Before Lucas' resignation, S. Merideth had discussed with him sorting through the A Member list. This will be a large and daunting project and S. Merideth has not yet begun. J. Kennedy inquired about the format of the database and how it keeps track of active/inactive memberships. S. Merideth only gained full access to A Member within the last four months and is still learning some of the options A Member provides such as running reports.

e. Finance (T. Coffey) Over 60 conference invoices outstanding.

f. Professional Development (S. Merideth and L. Roche) S. Merideth reminded that her name should be replaced with E. Anama-Green and that L. Roche has requested multiple times to be removed from this committee. L. Roche also asked S. Merideth to pass along that members are feeling that there is a lack of value in membership aside from conference attendance. We will need to offer more professional development opportunities if we want to satisfy our membership. A. Manion inquired if A. DeTorres Núñez had any further communication with Helena Curtain after speaking last year at NADSFL about coming to Kentucky for professional development. He responded that KDE has asked him to limit his responsibilities outside of the agency. He also added that perhaps this could be a great opportunity for regional representatives to step up and take ownership of offering professional development within their regions. S. Merideth proposed developing a KY Langchat.

g. 501C3 (T. Coffey) ad hoc T. Coffey added that our total tax cost from 2017 conference was nearly \$1,375.

h. Bylaws (S. Merideth) ad hoc S. Merideth will send out Robert's Rules of Order simplified to all board members due to recent changes in board members.

11. Old Business Conference chair discussion was motioned by S. Merideth to be tabled until a later time. J. Rouhier-Willoughby seconded the motion. S. Merideth added that Kelly Stidham from KDE would like to create connections between KWLA and future WL teachers. She thinks we could be a strong connection for recruiting WL educators statewide. We will reach out to Kelly to see if she will be able to attend our March 3rd KWLA board meeting.

12. New Business E. Anama-Green asked S. Merideth to share Lucas Gravitt's suggestions for modifying our Winter Retreat plan. Proposal is to eliminate Friday night completely and have solely executive board on Saturday to plan items such as showcase and budget. Then, if board meeting was necessary, we could hold that virtually. The downside is that L. Kohler won't have AATs present for writing showcase tests. However, if they could be motivated to do this work from home, their presence at the Retreat is not necessary. Board members will need to be available only January 6, 2018 (no longer Jan 5-7) to discuss important Retreat information. We will also change our March 3rd virtual meeting to an in-person meeting to make up for lost meeting opportunities at the Winter Retreat. A. De Torres Nunez inquired about the leadership program for growing leaders within KWLA. S. Merideth stated that we will table that discussion for Retreat.

E. Anama-Green brought up the discussion about his district's very strict AUP policy about mentioning any financial matters through school email. He proposed that perhaps we create kwla email addresses for all board members so we could discuss financial issues while complying with Kentucky privacy laws. E. Anama-Green tables this discussion until Retreat to give all board members time to research their district's AUP policy.

B. McMaine asked for clarification about whether or not he is still Regional Representative in light of his Interim Vice President role. S. Merideth responded that yes, he can, but he cannot place two votes and will then need to serve as Regional Representative but not Regional Representative Liaison until the end of his Interim Vice President term.

A call for an Advocacy Chair needs to be placed. J. Kennedy motioned that we put the call out first to the board and then if no one is nominated, to open it up to the entire membership.

S. Merideth moved all 2.19 GB of Dropbox documents-which were until Thomas Sauer's Dropbox account- into a file named "New KWLA Shared Folder" in her personal Dropbox folder that has 1 TB of storage. When S. Merideth leaves as President-Elect, we will need a new solution of purchasing a KWLA Dropbox account with a TB of storage. J. Kennedy motions to purchase the dropbox and B. McMaine seconded the motion.

An all-call needs to be made for Professional Development chair as well. E. Anama-Green and S. Merideth will work together to draft those emails.

J. Kennedy asked about adding our new board members' names to Facebook for viewing and posting access.

13. Upcoming Events

11/16-19/17: ACTFL, Nashville, TN

1/6/18: Executive Board Retreat and Full Board Virtual meeting if necessary

3/3/2018: Board Meeting, Full Board, UKY

3/24/18: Showcase, Full Board, UKY

5/12/18: Board Meeting, UKY (optional if quorum is met at 3/24/18 meeting)

8/11/18: Board Meeting, UKY

14. Adjournment A. Manion motions at 1:18 p.m. for adjournment and L. Kohler seconds.