

Agenda – MCTM Board Meeting – January 11, 2007

Comfort Inn, Bozeman MT

Welcome

- ❑ Meeting called to order at 10:12 by President Lisa Scott.
- ❑ Members Present: Lisa Scott (President), Jim Hamling (Past - Pres.), Cliff Bara (Treasurer), Charles Deisher, David Erickson, Terri Dahl, Linda Horst, Angel Greenley, Lisa Wood, and Jodi Ruff
- ❑ Members Absent: Jennie Luebeck
- ❑ Reimbursements: Please start using the 2007 reimbursement form. Cliff distributed copies of the form to members.

Reports On-Line (see attachment)

- ❑ **Treasurer** – Cliff Bara – Cliff questioned if there is a standing SIMMS committee, and if there is one he would like them to make a decision on what to do with SIMMS royalties after someone has passed away. Current practice is for Cliff to send the royalties to the spouse of the deceased. When does this end. If the spouse dies, do the royalties then go to the children of the deceased? Also, currently, there are some people who are to receive royalty checks, but Cliff has no current address for them. He no longer attempts to send royalty checks to these people. Lisa Scott will take this question to the SIMMS committee and ask them to make a decision. Cliff is going to try to find the original SIMMS document, to see if there is anything stated in that regarding this situation.

Royalties from SIMMS this year was \$18,026. MCTM received \$1802.60. All money associated with the royalties is in a completely separate account.

- ❑ **Nomination Committee**-Lisa Scott – All people except Frosty Calf Boss Ribs have accepted the appointment to the committee. Lisa Scott will contact Rex Songstang to see if he will serve on the committee.
- ❑ **Membership update** – Lisa Wood – In February Lisa will start e-mailing people whose membership has expired in 2006.
- ❑ **Leadership** – Angel Greenley – Terri Dahl requested that the committee consider having a breakout session regarding the 2 period Algebra classes. Lisa Wood also suggested that the committee consider changing the date of the conference, due to the many conflicts with different school districts around the state.
- ❑ **Math Contest** – Linda Horst – The File Maker Pro software that math contest site directors have is approximately 10 years old and will not run on the newer computers. Linda is requesting that we upgrade the software, which will cost \$130 per copy. We need 12 copies (one per site director and one for the contest director).

Jim Hamling reported that there were only 7 people to write questions for the Math contest tests. He feels that this needs to be addressed as this is very difficult for the people trying to write the tests. The suggestion from last meeting was to have people send test questions in, or to look at released items from the WASL test or recycle past questions. Linda will follow up on this.

MCTM is currently breaking even on the contest and has not had to take any money out of the investments to pay for the scholarships for 2-3 years.

- ❑ **PDA** – Linda Horst – Nothing else to report
- ❑ **MCTM Clothing**- Linda Horst – Lisa Scott had AlSCO create an MCTM logo for us and shared it with the board. AlSCO (in Billings) will do a small logo at no set up cost, or a larger logo for us, with a set up fee. These logos will be silkscreened.

Lisa Scott suggested getting polo shirts made for board members at the cost of the board. Linda spoke with people at MEA and they reported that they would be interested in purchasing fleece vests with the MCTM logo.

- ❑ **SIMMS update**– Terry S – Nothing else to report
- ❑ **Regional Reports** – each director – E-mail contact is a nice way to reach the membership. Linda requested that each regional director send out a PDA flyer to their membership. She will e-mail the flyer to each director, so that they can forward it on.
- ❑ **Newsletter** - Lisa Scott – Terri has asked Kathje to help Kurt put the newsletter into PDF. She will make sure that is done for the next newsletter. Terri discussed the fact that when she was newsletter editor, it was much easier because all 4 people were in the same building.

Discussion centered around finding someone to do an efficient, detail oriented job with the newsletter. This person also needs to be a member of MCTM. Kathje is willing to continue to do her part of the newsletter, which is to remind people of articles that are due. Charles said that he would be willing to take the formatting of the newsletter over after he goes off the board.

Terri shared that when she was the editor, they made sure that the newsletter was printed in pages that were a multiple of 4 with all articles in 2 column format. There are certain items that go in on a scheduled time, even if they are not submitted by others.

Jodi suggested that Kirk may be able to use PDF995.com to help him format the newsletter.

Terri will track down past newsletters and get them transported to MLC. She will also try to find the past years' newsletters. If she is unable to, she will print it off the website.

Cliff will begin to receive 2 copies of the newsletter. He will send one copy of each newsletter with his annual report to MLC and have them file the copies for us.

- ❑ **MLC** – David Erickson – MLC still hasn't received an indirect rate because of some paperwork issues. David is currently waiting for a phone call from Jeff. When he gets the information, he will get it to Cliff.
- ❑ **OPI** - Jim Hamling – Lisa Scott said that Jan Lamordi (governor's educational policy advisor) and Mrs. Schweitzer were at MEA and stopped at the MCTM booth to leave their cards. Lisa has e-mailed them and they are corresponding. They are currently seeking an intern to help them with staying in contact with people. As soon as the First Lady has time in her schedule, she will visit Billings and contact Lisa S. They have a web page currently, which is at www.mathscience.mt.gov Lisa will continue to correspond with them as Jan is also on the High School Initiative committee.

Attachment: The math standards were scheduled for review in July, 2006, but has been moved to July, 2007. Lisa is in contact with OPI regarding which people should be on the committee. Benchmark standards were created to help give local control to districts.

At MEA, the Board of Public Education held a forum to discuss the standards and testing.

David discussed the need to have a math specialist at OPI to help with the testing pressures. There are districts that all curriculum decisions that are being made are being made based on MTCAS test scores. This is something that needs to be discussed at the Vision and Reality Conference.

Attachment: Geogebra is a free website available, which is similar to Geometer Sketchpad.

- ❑ **Annual Meeting** – Lisa Scott – Nothing further to report

Reports

- **Minutes** – Angel Greenley – Linda Horst commented on the thoroughness of the minutes from past board meetings and appreciates it. Linda Horst moved the minutes be accepted, Charles Deisher 2nd.
- **2007 Budget** – Budget Committee – Math Contest: Lisa Scott questioned whether the budgeted amount was a reasonable figure. Linda said that the pencils are a constant expense, but the pins are an expense that is fluctuating because they aren't ordered on an annual basis. There was discussion about whether the board should start to use the investments to pay the scholarships for the contest. Cliff talked about the fact that the Math Contest was never intended to be a break even activity. Currently, we have a need to enhance the math Contest through updated software and getting writers to participate in making tests. Both issues need to be solved by money. If we take money from investments to pay for scholarships, there would be money for these issues. Jodi suggested that we could keep the budget as is, then at the June meeting, if necessary, we can make a motion to transfer money from investments to cover any costs that were not covered by income. Lisa W. discussed that part of the reason the council is having a difficult time getting teachers to write questions is because of the lack of financial support given to the people writing. She suggested that the math writing be moved to Billings to draw from more teachers. She also suggested that teachers be given a stipend and travel expenses. The location of the test writing can rotate every 2-3 years, to keep the pool fair.

Jim moved for this year's math contest to give \$250 per writer plus travel expenses, one night lodging and any meals not provided for up to 10 writers. Jodi seconded. Cliff suggested using the per diem for the food expense. Motion was amended. Motion passed.

Jim suggested that the money earned off of investments should be money that is spent on new programs, ideas, etc, but the balance of the investment should stay consistent. Jodi said that if we invest in Montana Math educators we will help to keep the quality of math education at a high level in Montana. Angel also discussed the need for this investment to be at the elementary level, too.

Lisa W. suggested doing a grass roots type of inservice for our elementary teachers. Some suggestions were to send a presenter to a city to give workshops, or support a person to give monthly inservices to their staff. This is something that can be discussed at the Vision and Reality Conference.

Jodi made a motion to buy File Maker Pro 8.5 for the 11 sites and for the Math Contest director. Jim seconded. Motion passed. Linda will take care of this with Cliff's help.

P.D.A. presenter stipend – currently there is a sliding fee scale, which has been discussed in the past. David moved to pay PDA presenters \$1500 per presenter effective immediately. Lisa Wood seconded. Kathy Hill has been told that if she has 24-32 participants, she will receive \$2200, based on the sliding fee. Motion passed.

Teacher scholarship budget needs to be changed from \$900 to \$2000. Jim would like to know when he can start allocating the 2008 scholarship money. It was decided that each August newsletter, there will be an announcement that teacher scholarships are being accepted for the following year.

National Leadership Conference: \$2000 is budgeted to send someone to the conference annually. Lisa Wood said that if the format stays the same, MCTM would benefit by sending someone annually and that it should stay in as a line item in the budget.

Board Officer Salary should be changed from \$3400 to \$3500 to cover medicare, social security and workman's comp.

MEA/MFT Conference: \$2253.88 was reimbursed to MCTM; \$2030.50 was paid out directly by MEA, for a total budget of \$4284.38. The \$300 line item in the budget can be removed as MEA paid for them.

Cliff suggested changing board meals to \$400 rather than \$750.

Professional Fees should be changed to \$2200. This money is used to pay the end of the year taxes and accountant fees. The taxes are higher because we are paying for additional fees based on the COMET grant. Cliff will bill COMET for the extra expense.

Insurance is now \$1025.

MAPA is currently going through some changes. MSTA has never given state awardees \$500 or the \$1000 to MAPA. The last time MCTM has given money to the state awardees was 2004.

Charles moved to approve the budget as is. Lisa Wood seconded. Motion passed. (see attachment)

Business:

□ Policy

2.1.1 – **Currently reads:** The membership chair will provide board members with an updated membership data file list each January. (May 92)

Proposed Change: The membership chair will provide board members with an updated membership ~~data file~~ list each January. (May 92)

2.1.2 – **Currently reads:** The membership chair provides free labels for Newsletter editor, journal editor, program chairs, and region chairs (anything MCTM is sponsoring is free). A fee will be charged for other MCTM endorsed activities such as workshops, higher ed DDE grants, etc. Questions are decided on jointly by membership chair and president (June 93)

Proposed Change: The membership chair provides **the membership list for newsletter mailings and annual conferences.** ~~, journal editor, program chairs, and region chairs (anything MCTM is sponsoring is free). A fee will be charged for other MCTM endorsed activities such as workshops, higher ed DDE grants, etc. Questions are decided on jointly by membership chair and president (June 93)~~

2.1.3 – **Currently reads:** All unpaid members are dropped from the mailing list if they are not paid up by January 31st. Membership runs from January 1st - December 31st. Any payment made after July 1st goes through the following membership year. (January, 2006)

Proposed Change: All unpaid members are dropped from the mailing list if they are not paid up by **February 28th**. Membership runs from January 1st - December 31st. Any payment made after July 1st goes through the following membership year. (January, 2006)

3.1.2. **Currently reads:** MCTM will pay for a substitute for the editor at the rate of 1 day for each newsletter published. (Oct. 96)

Proposed Change: ~~MCTM will pay for a substitute for the editor at the rate of 1 day for each newsletter published. (Oct. 96)~~

5.0.x. **Currently reads:** No current policy

Proposed Change: Policy 5.0.x – The budget committee shall propose a budget at the October meeting. The board will vote on the budget at the January meeting for that fiscal year.

- 5.1.1 **Currently reads:** MCTM maintains one account for itself: checking/saving with the treasurer. There are investments with D.A. Davidson in Helena. There may be additional accounts for grants in progress. . (June 03, Jan. 93, Oct. 91, June 91, May 89)
- Proposed Change:**MCTM maintains one account for itself: checking/saving with the treasurer. There are **separate** investment **accounts.** ~~with D.A. Davidson in Helena.~~ There may be additional accounts for grants in progress. . (June 03, Jan. 93, Oct. 91, June 91, May 89)
- 5.1.5 **Currently reads:** MCTM maintains an honesty bond in the amount of \$500,000 for itself covering all accounts and people authorized to write checks. This policy is with the Cogswell Agency. (Oct. 91)
- Proposed Change:**MCTM maintains an honesty bond in the amount of \$500,000 for itself covering all accounts and people authorized to write checks. ~~This policy is with the Cogswell Agency.~~(Oct. 91)
- 5.1.8 **Currently reads:** MCTM maintains a business owner's insurance policy through the Burrington Insurance Agency. This includes property coverage and liability.
- Proposed Change:**~~MCTM maintains a business owner's insurance policy through the Burrington Insurance Agency. This includes property coverage and liability.~~
- 5.3.3 **Currently reads:** MCTM pays travel expenses for the president and either past president or president-elect to attend the NCTM Western Region Leadership Conference. (May 88)
- Proposed Change:** MCTM pays travel expenses for the president, ~~and either past president or president-elect~~ **and a new board member** to attend the NCTM ~~Western Region Leadership Conference.~~ (May 88)

□ **Procedure**

President responsibility – Lisa S. and Jim will look over the procedure and make changes to send to Angel by May 1st.

Treasurer responsibility (see attachment) – Cliff has made many changes to make it reflect his current role. He changed accounts to have it reflect the active accounts.

Math Contest – Linda will update and send to Angel

Native American Scholarship – Jennie and David will edit and send to Angel

NCTM Representative – Lisa Wood and Lisa Scott will revise and send to Angel

- **Preble Award** - Cliff Bara (see attachment) – There has been a title change and the grade bands have been eliminated. Cliff will look at the part that says “outstanding contributor to Montana Mathematics” and edit it. He will then send it to board members for them to help with the revision.
- **Indirect Rate-** David Erickson – David is waiting on a phone call from Jeff Lustgraff. Cliff will follow up when the call is returned.
- **HS Initiative** –Lisa Scott – see attachment – Lisa shared a book called Tough Choices or Tough Times. It correlates with an executive report with suggestions for change, such as state wide pay scales, based on merit pay. The executive report is available for free online at <http://skillscommission.org/executive.htm>

We also watched a Bill Deggett video which focused on the need for reforming schools based on the four points of globalization, demographics, values/beliefs and technology.

Currently America has a 67% graduation rate, with 18% of the population earning a 2 or 4 year degree.

OPI is wanting schools to dialogue about critical questions that are listed on the bottom of the H.S. Initiative attachment. As a math council, these are things we need to dialogue about and think about so that we aren't letting others dictate what the future math curriculum looks like. At the Vision and Reality Conference, these are things we need to think about and discuss, so that we are able to be proactive.

Terri reported that although some administrators are buying into the Deggett philosophy, when the values of the superintendent is towards the CRT and becoming the top school in the state, it is difficult to make change.

Across the state there seems to be two different positions on education – one being to look at the next generation and finding out what they need to succeed, while the other is the view of promoting the state test and achievement scores.

Lisa has made us 2 DVD's – MT School: A Landscape, which is an OPI powerpoint with data about MT and where they are at in terms of education issues and the Bill Daggett DVD. Each DVD was given to the board members.

Linda Horst suggested doing a blitz or celebration of what we are doing right in the state of Montana for mathematics.

David discussed that the history of MCTM has been to support Integrated Math. The current push across the state is to have all freshmen taking Algebra. Do we want to continue, as a board, to support Integrated Math?

- ❑ **NCTM Focal Points** - All – Terri believes that the focal points at each grade level are doable. It gives teachers a suggestion of what to teach at each year.

Lisa Scott suggested emphasizing these at the state levels, to avoid the inch wide, mile deep curriculum.
- ❑ **Native American Scholarship**-Jennie and David – They will continue to work on the scholarship. The committee is almost in place. They will be ready to report on this at the next meeting.
- ❑ **Pre-Service Teacher Conference Committee**-Lisa Wood – Lisa has requested that each director talk to new teachers in their buildings and ask them if they have suggestions of things that will be helpful in their pre-service. Angel will e-mail information that she received from the NSDC conference to help facilitate this information.
- ❑ **Teacher Leadership Cadre Professional Development (TL)**- Lisa S – see attachment – Lisa has asked everyone to read it over and be ready to discuss it at the next meeting
- ❑ **Committee Assignments**-Lisa S – table until next meeting
- ❑ **NCTM Affiliation**-All – Lisa Scott and Lisa Wood will look over the information and bring it back to the next meeting. Part of the dilemma is the fact that NCTM is requesting our membership list, and the board has had a policy of not sharing that information with others.
- ❑ **Newsletter Survey**- Angel – see attachment – One suggestion for the newsletter and web sight is to send the blurb of the lesson to Tony to post on the website along with the lesson plan. This will help teachers accessing the site to find a plan at a glance. The March newsletter is due March 10th. Linda will remind Kathy Hill to write the feature article. Angel, Jim and Jodi are responsible for the lesson plans for the March newsletter.
- ❑ The next meeting is scheduled for June 22nd – 24th. This will be a board meeting and the Vision and Reality Conference.
- ❑ 5:30 – Meeting adjourned

Responsibilities

Lisa Scott

1. SIMMS committee regarding royalties
2. Contact Rex Songstang regarding nominations committee
3. Make changes to President procedure and send to Angel by May 1st
4. Edit NCTM Representative procedure and send to Angel by May 1st
5. Talk to new teachers in building, Tony Hecimovic and David Davison regarding preservice institute
6. Send PDA flyer to membership
7. Visit with Kirk regarding the importance of meeting the March deadline
8. Discuss the \$1000 given to MAPA annually
9. E-mail legislator

Cliff Bara

1. Find copy of original SIMMS royalty document
2. Bill COMET for extra tax expense
3. Re-edit Treasurer report
4. Edit Dean Preble award procedure
5. Resolve Indirect rate issue
6. Search for corporate sponsorship for Math Contest
7. E-mail Dean Preble announcement for directors to edit
8. Order Filemaker Pro

Lisa Wood

1. Add OPI contacts and NCTM regional representative to membership list
2. Send Nominations Committee procedure to Angel Greenley
3. Edit NCTM representative procedure
4. Check with principal regarding attending the NCTM conference in March
5. E-mail legislator
6. Check on the format for the National Leadership Conference in the future
7. Gather information regarding the Preservice Institute
8. Look at the High School Initiative

Jodi Ruff

1. E-mail region regarding PDA and requesting ideas for the pre-service institute
2. Lesson Plan for March newsletter

Terri Dahl

1. Track down past newsletters and transport to MLC
2. Get newsletter into PDF file
3. Make revisions for procedure manual and send to Angel Greenley

David Erickson

1. Send out the MCTM Region #1 monthly news letters
2. Send request to members about ideas for a PDA for 7-12
3. Encourage legislators to support education; opi coordinators
4. Send revisions to Angel on Native American Scholarship Procedures manual by May 1, 2007.
5. Work with Jennie and Jodi on pre-service teacher conference – email with Lisa Wood
6. Email some language to Cliff on Dean Preble award
7. Continue to work on resolving the indirect rate for MCTM with Cliff by 2014

Charles Deisher

1. Revise teacher scholarship policy and send to Angel
2. Send a mailing out to the region with a synopsis of the meeting and the PDA flyer.

Jim Hamling

1. Contact OPI to alert them that a newsletter will be sent to them each time
2. Write a synopsis of the teacher scholarship program for the March newsletter
3. Make changes to President procedure and send to Angel Greenley
4. Lesson plan for March newsletter
5. Write a "What's Right with Mathematics" and send to the local paper. Also distribute to directors.
6. E-mail legislator

Linda Horst

1. Send question writing protocol to Math Contest directors
2. Get MCTM clothing options determined, get final price and send info to board
3. Email fliers to Board members, OPI, MLC and webmaster
4. Write article about Test Writing for May newsletter
5. Ask Kathy Hill and Jacquie McDonald to write PDA articles for the May newsletter
6. Send Procedure revisions for Math Contest and PDA to Angel
7. E-mail Lisa W. NCTM travel itinerary
8. Verify ordering of Filemaker Pro 8.5 send copies to region directors
9. Send Lesson plan blurb and lesson plan to webmaster in regard to January newsletter
10. Start developing electronic Test writing bank
11. Find way to attend MASCD in Helena with Bill Daggett
12. Email legislator regarding endorsing education support and math specialit
13. Check with newer teachers and student teachers about Pre-service ideas

Angel Greenley

1. Revise procedure, table of contents after directors send
2. Type up minutes and send to board of directors
3. Edit secretary procedures
4. E-mail new teacher inservice information to Lisa Wood
5. Summary of minutes to March newsletter
6. Lesson plan for March newsletter deadline