

## Agenda – MCTM Board Meeting – June 22, 2007

Montana Learning Center – Helena, MT

### Welcome

- ❑ Meeting called to order at 10:22 by President Lisa Scott.
- ❑ Members Present: Lisa Scott (President), Lisa Wood (President-Elect), Deanna Reynolds, Terri Dahl, Linda Horst, Jim Hamling, Kathy Hill, Angel Greenley, Tony Riehl, Jennie Luebeck
- ❑ Members Absent: Jodi Ruff, Cliff Bara, David Erickson
- ❑ Guests Present: Dave Brancamp (NCTM Regional Representative)
- ❑ Reimbursements: Reimbursement forms were handed out and will be sent to Cliff
- ❑ Angel Greenley has been appointed secretary for the next year. Cliff Bara has been appointed treasurer for the next year.

### Reports:

- ❑ **Minutes – Angel Greenley** The minutes will be sent out twice. Once after the board meeting and again prior to the next meeting. They will be sent electronically. All handouts given at an MCTM meeting need to be sent to Angel Greenley via e-mail.
  - **Corrections:** With Policy 5.3.3, it was suggested to add “either” president, past president or president elect to the policy. Discussion centered on the need for the president elect AND the president needing to attend. At the leaders’ conference, there are break out sessions that include the president, vice-president, etc. The policy will be changed to read as follows: MCTM pays travel expenses for the president and the president-elect or board designee(s) to attend the NCTM Leaders Conference.
  - **Policy 2.1.1** – proposed change as stated passes
  - **Policy 2.1.2** – add “or others as approved by the board”. Edited proposed change passes.
  - **Policy 2.1.3** – change July 1<sup>st</sup> to June. Edited proposed change passes.
  - **Policy 3.1.2** – proposed change as stated passes
  - **Policy 5.1.1** – proposed change as stated passes
  - **Policy 5.1.5** – proposed change as stated passes
  - **Policy 5.1.8** – proposed change as stated passes – (5.1.9 will be 5.1.8)
  - **Policy 5.3.3** – proposed change as stated above passes

Minutes passed as edited.

- ❑ **Treasurer’s Report – Lisa Scott (See Attachment A & B) –**
  - Discussion centered on the fact that the budget appears to be in the negative, but if necessary, we can use the investment income to balance the budget. MCTM has not done this in the past. Presently income investments are being reinvested. Changes in the balance of the checking and savings account were discussed. Changes in April, March, and May are due to the fact that Cliff had reimbursed people for NCTM Annual Conference. Teacher and Student Scholarships were also paid during that time.
  - Terri expressed a concern that when asked to approve the budget, she is not clear as to what she is voting on. Dave Brancamp suggested that the books be made available to board members at each meeting, so that the money can be tracked, if necessary.
  - Linda questioned that the conference expense category has P.D.A. listed under it, but it isn’t a conference expense because we aren’t sending board members to PDA. She suggested that it has its own heading of Professional Development Academy. It was suggested that the Conference category was split into conferences that board members attend and conferences that MCTM members attend. If this is done, the NCTM trip winners’ expenses should go under “Member Attend”. Jennie questioned the need for doing this because you can look at the Income Report for PDA and the expense line for PDA, subtract the two numbers and get the amount of profit/loss. Also, the NCTM trip

expenses should stay under the board attended expenses because splitting it out would be very difficult.

- It was decided to leave the report as is.
  - Also, the spelling of Glasgow needs to be changed on pages 1 and 2 of the 2006 Profit/Expense Report
- **Membership Report – Lisa Wood** – We currently have almost 700 members. 200 of them are past due. Lisa will send out 1 more reminder to people on the past due list and then will give the membership duties over to Pam Koterba.
- Jennie questioned whether it is beneficial to give 2 year memberships at MCTM workshops. Lisa Wood felt that it was beneficial.
  - Beginning September 1<sup>st</sup>, the NCTM contest will begin again. All Renewal and new members will be entered into the contest. Last year 200 people were entered into the contest.
  - Also, prior to the October meeting, each regional director will need to choose winners for the PDA Scholarship and a 2 year membership. The winners need to be chosen randomly and then reported to Lisa Scott.
- **Leadership Conference – Angel Greenley** – This year’s conference will be held February 1<sup>st</sup> and 2<sup>nd</sup>. The topic is Indian Ed for All. Mike Jetty is the keynote. Lisa Wood discussed the necessity for board members to attend or not attend the conference, but don’t take a spot if you aren’t going to be in the conference setting.
- The capacity of the conference was discussed. The Leadership committee has discussed this issue but there are concerns regarding the fact that by increasing attendance they will be increasing the work load and responsibilities of the committee members. Also, the small community has kept the Leadership Conference a networking community. There is also prestige in attending the Leadership Conference.
- **Dean Preble Award – Lisa Scott** – Presently there are 5 or 6 applicants at this time. They are due June 29<sup>th</sup>, and then the committee will confer on the applicants.
- **OPI – Lisa Scott** – - see Attachment C - Lisa has been e-mailing OPI about the math standards revision. OPI is waiting to hire the math specialists before continuing this project. They are hoping to form this committee by October.
- Terri reported that the State of Montana CRT is now being written specifically to MT standards as opposed to using the Progress Towards Standards document. There is confusion as to where the test questions are being generated from at this point. The questions are now owned by the state of Montana. Lisa Scott will contact Judy Snow to get the actual facts on the CRT. It seems that there is a lot of conflicting information. There was discussion regarding the CRT and whether the test is assessing students based on Montana standards. Since the standards are about to be revised, there is concern that we are doing the testing cycle backwards. There is also a conflict between the math graduation requirements (2 years of math) and the state standards, which are based on the assumption that 2 years of Algebra have been completed. This needs to be addressed.
  - The Focal Points are currently higher than most of Montana district expectations. Dave Brancamp shared that the Focal Points were written to help states in the revision of standards. Skip Fennel will come to Montana and work with us to help align Montana standards to the Focal Points. They are currently working on the 9-12 grade Focal Points, but the definition of Algebra needs to be clarified before they can be published. Kathy stated that she compared the Focal Points versus her curriculum and found that her curriculum was behind the Focal Points. Dave discussed that there are 3 federal bills on the floor now that have to do with using NAEP as a national assessment, and to do away with the state tests. NAEP currently carries a lot of weight on the Eastern seashore. Terri reported that even in the state of Montana, they were unable to come to consensus on what should be taught in Algebra. She would also like to think about the possibility of taking the standards from around the nation to find the “best” standards out there, and use

those standards. Dave Brancamp said it depends on the legality from the state as to whether you can re-write the standards, or if they need to be revised.

- Lisa Scott handed out a Math Curriculum Specialist job description. She encouraged everyone to send this to people who might be interested in applying for the job.
  
- **Math Contest – Linda Horst** – See Attachment D – Tony is currently in the process of rewriting the manual. All regions registered on-line this year, which helped to cut down the time commitment required by the directors. Tony reported that the on-line registration process is phenomenal. It has helped to eliminate deadline problems, since registration is shut down at midnight of the deadline date. July 22<sup>nd</sup> and 23<sup>rd</sup> is the test writing dates. Lisa S. requested that the updated f directors be sent to Angel Greenley, so she can revise the committee list. Lisa Wood suggested that we might need to contact someone from a different town to take over the site that currently has no director.
  
- **Professional Development Academy – Linda Horst** - PDA is at a projected \$555 profit.
  - Lisa Wood stated the fact that there is a need to keep the dates consistent each year, so that teachers can plan on it. Also, July is the beginning of a new fiscal year, which means schools are starting a new budget. This might be an optimal time for holding the academy. PDA will be held the week of July 21<sup>st</sup>.
  - We need a new high school topic. Ideas for the high school topic (7-12) INCLUDE:
    - Graphing calculators (TI Inspire) – broken down day by day by content – Stats, Algebra, etc.
    - Teacher Leader Cadre workshop
    - There may be a need to break into 2 groups (7<sup>th</sup> and 8<sup>th</sup>; 9<sup>th</sup> – 12<sup>th</sup>) at times during the conference. However, Lisa Wood also discussed the need for 7<sup>th</sup> – 8<sup>th</sup> grade teachers to see where the math is going and for 9<sup>th</sup> – 12<sup>th</sup> grade teachers to see where the math came from.
  - Kathy Hill has agreed to be the new PDA Committee chairperson.
  
- **MCTM Clothing Committee – Linda Horst** – We have fleece vests for board members. Linda will send them out as soon as they are fixed. It was also decided to add “Board Member” to each vest. The clothing committee was asked to order 7 red and 7 royal blue vests, as well as 7 grey and 7 white polos for the MEA conference. The committee would also like to be able to add an order form to the MEA/MFT catalogue in the future. Someone will need to contact Kathy Warner at MEA regarding this. Lisa Wood suggested having one of each size at the MEA/MFT conference so that people can try them on. Linda will order 3 of each (M, L and XL) in polos and vests.
  
- **Teacher Scholarship – Jim Hamling** – See attachment E – It was suggested to add that only one scholarship per year per person will be awarded. Jim will make these changes and send to Angel. There was discussion about who should receive the newsletter article. Policy states that it goes to Jim, not the newsletter editor. We need to let the newsletter committee know that if they receive an article, it needs to be forwarded to Jim.
  
- **SIMMS – Lisa Scott** – See attachment F and G - Lisa tried to contact the SIMMS committee, but a lot of the members are gone. Gary Bauer is a constant member of the committee. Lisa Scott is on the committee. Deanna Reynolds agreed to serve on the committee from 2007-2010. The committee still needs 2 more members. Some suggestions for people were Verne Schlepp, Ed Sisolik, the Longharts or Jim Hirstein.
  - Lisa Scott received letters from Maurice Burke, Johnny Lott and Gary Bauer regarding where to send royalties after someone has deceased. Johnny expressed concern that by not sending them, we may end up with a legal issue. It was suggested to contact a lawyer regarding this issue. Lisa Wood suggested that current royalty receivers could write a statement saying – Upon death, royalties will be sent to \_\_\_\_\_ or donated back to MCTM. Lisa Wood will check with an estate lawyer regarding this manner.

- **Newsletter** – Lisa Scott - It was decided that the newsletter committee would be changed. Angel and Terri will take over responsibilities. Angel will collect articles, format the newsletter and send out general reminders to people, including board members, OPI members and Johnny Lott. Terri will e-mail board members about their responsibilities of lesson plans and articles. She will also be sure to get an outline of which articles/applications go in each newsletter to Angel. Kirk will send PageMaker to Lisa Scott, so it can be put onto Angel's computer. Lisa Scott will contact Kurt and Kathje regarding the changing of the committee. Plaques will be purchased for Kurt, Kathje and Karen Aspinwell for their service to the newsletter. Jim would like someone else to write Ask Barney. Jim will do a final episode, and Tony Riehl will introduce a new character in November. Tony Riehl reported that he has not received the 2007 Newsletters to post on the web.
- **Montana Learning Center** – Jennie Leubeck – Jean Howard has retired as MLC director. She will be a curriculum implementer for Algebraic Thinking in Stockton, CA. The new job description asked for ½ fundraising and grant writing and ½ time facilitator manager. Linda Ransford and Diane Fladno are coming to MLC to interview for the position. The new director will start August 1<sup>st</sup>. There has been a lot of turnover in the last 6 months, so Jean worked hard to replace the workers. MLC's summer schedule is very full in July. David Brancamp said that he would like to look into the possibility of having the Regional Leader Conference at MLC. It would, however, need to accommodate 40 people in one setting. It was noted that math people frequently utilize MLC frequently, but science people have not.
- **MEA/MFT Conference** – Lisa Scott – MCTM has 100 + sectionals, with 70 different topics. The program chairs attempted to schedule it so that each grade band is represented at each hour. Cathy Seeley is one of the keynote speakers. Dr. Markus Hohenwarter, creator of Geogebra is the other keynote presenter. He will do 2 different breakout sessions, as well. Both keynotes have agreed to come for travel expenses plus \$500 stipend.
- **Annual Meeting:** Board members will sit with members from their region and do the regional reports then. It was suggested that we pay the hotel cost for the Program and General Chairs. Linda suggested looking into this cost as a line item in the MEA budget. Charles moved that the MCTM board will pay for the general chair and the program chairs hotel rooms for 2 nights (Wednesday and Thursday) for the 2007 MEA/MFT conference. Jim seconded the motion. The motion passed unanimously. Lisa S. will look into getting this put into the MEA budget in the future. We need to find people from Missoula (or the Missoula area) to take over as program chairs next year.
- **Regional Reports:** The leftover t-shirts will be housed at MLC and can be offered to PDA and workshop participants for \$10. We need to find alternates for Regions 3 and 4. Anne Keith was suggested for Region 3. Marcia Welliever and Ann Brucker were suggested for Region 4. Lisa will contact these people to see if they are willing to serve in this capacity.

  - **I** – no report
  - **II** – The math scholarship winner was very happy with winning it.
  - **III** – No report
  - **IV** – Lisa would like to look at the number of Billings teachers that are members, because the % is low.
  - **V** – No report
- **Procedures Manual** – Angel Greenley – see attachment H & I. Linda wondered if there was a hard copy of all changes that have been made to the procedures manual. This is not available.

  - **Membership** - Page 11 – section VII – has been revised - **Section 3-5** has been revised; Section 6 is eliminated; Section 7 is changed to give the membership chair a grace period. Section 8 is unchanged.
  - Page 16 – unhighlight Spring Meeting and replace the letters.
  - **MCTM Nominations Committee** – Lisa Wood – The nominations committee will consist of the following people ~ Region 1 – Sue Harding; Region 2 – Frosty Calf Boss Ribs; Region 3 – Carl Andeberg; Region 4 – Jennifer Brackney; Region 5 – Vern

Schleppe; Lisa Wood is Chair. However, Lisa needs to be replaced as chair, so Deanna will take over as chair. Lisa W will look at the timeline and revise it, if necessary. These changes will be sent to Angel Greenley.

- **New Business:**
  - **Committee Assignments:** Kathy Hill is STARS chair person and will contact Ellen Rose to be the Middle School representative. Lisa Scott will replace Jim Hamling on the Equipment Committee. Terri Dahl replaces Lisa Wood and David Erickson has been added to the Dean Preble Award Committee. Jim Hamling will be the 5<sup>th</sup> – 8<sup>th</sup> grade representative on the Professional Development Academy Committee.
  - **Indirect Rate** – Cliff is unable to contact an attorney for an indirect rate.
  
- **Notebooks were passed to oncoming board members.**

Charles moved to adjourn the meeting. Linda 2<sup>nd</sup>. Meeting was adjourned at 5:14 pm.

**MCTM Meeting Day 2:** Meeting called to order at 9:09 am.

- **Recommended By-law changes:** These will be voted on at the October meeting.
  - Article II: Membership - Change September 1<sup>st</sup> to January 1<sup>st</sup> and August to December.
  - Article III: Board of Directors - Section 2, 3 and 4: (Lisa Scott needs to send this to me.)

Section 2. The **secretary and treasurer** shall be appointed by the Board of Directors at the board meeting following the annual elections. ~~an NCTM representative.~~ The duties of these officers shall be those usually associated with such positions in addition to those specifically assigned in **the procedure manual.** Their term of office shall be **at least one (1) year.** **The secretary may be appointed to the same office for not more than three consecutive terms.** **The treasurer may be appointed to the position for an unlimited number of terms.**

Section 3. **The presidential role will consist of a five year term.** The membership of the Council shall elect from its members a president elect who shall assume the office of president after one year. The term of office as president shall be for two years. The past president shall hold office for one year. **This person will have a dual role during this year as the past president and the NCTM Representative. The fifth year the person will serve as the NCTM Representative for one year.** The cycle shall begin again with the election of a president elect. A person cannot serve more than one term as president.

Section 4. The directors and officers shall compose the Board of Directors, hereafter referred to as the Board. Only the elected officers (president, past president, president elect, **NCTM Representative**), and the existing directors shall be voting members of the Board. **While the past president is acting as the NCTM Representative he/she will only be allowed one (1) vote.** The State Mathematics Supervisor shall be an ex- officio nonvoting member of the Board. The Board shall be the executive agency for the Council. It shall meet on the call of the president or by a simple majority vote of the Board. A quorum of the Board shall consist of six members. It shall perform the duties assigned by the Articles of Incorporation and Bylaws, and assume responsibility for carrying on the business of the Council between annual and special meetings. It shall determine the time and place of annual and special meetings. If any officer or director is unable to perform the duties of office, the Board shall make an appointment to fill the office.
  - Article VI: Committees – Discussion centered on whether people serving on committees need to be MCTM members. Terri and Tony discussed that there has been times in their career that they have served on committees, but not been members of MCTM. Tony also discussed the fact that the free memberships that are being given away may be opening a flood gate and may be inhibiting our chance at the Leadership Circle. It was decided to keep the by law as is.
- **Policy Changes:** These will be voted on at the October general meeting. Prior to that, they will be in the September newsletter, so that the members will have access to them. Regional directors will have discussion about them during the regional meetings prior to the Annual Meeting.
  - **Policy 5.3.1: Currently reads** - MCTM pays travel expenses for two board members to attend the NCTM annual meeting each year and represent MCTM at Delegate Assembly. (June 93, Jan. 91, May 88, Sept. 86) –  
**Proposed Change:** MCTM pays travel expenses for ~~two board members~~ the President and NCTM Representative to attend the NCTM annual meeting each year and represent MCTM at Delegate Assembly. (June 93, Jan. 91, May 88, Sept. 86)
  - **Policy 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 to attend the NCTM Western Region Leadership ~~hip~~ Conference. (May 88)

- ❑ **Native American Scholarship:** Lisa Wood moved we change the Native American Scholarship to include a 2 year free membership to MCTM and up to \$150 scholarship towards registration at one MCTM sponsored event – with an expiration date within 5 years of the award. Jennie Leubeck 2<sup>nd</sup>. Motion passed.
- ❑ **Coaching Conference:** Jennie moved that a committee be formed and commissioned to plan and host a Coaching Conference in the Fall of 2007. Linda 2<sup>nd</sup>. Motion passed. Lisa appointed the following committee: Angel (chair), Kathy, Tony and Jennie. Terri moved that MCTM financially supports the Math Coaching Conference up to \$2000, if needed. Linda 2<sup>nd</sup>. Motion failed. Discussion centered on the fact that the budget is already ending with a negative amount. Tony suggested that for next years budget the Income side should include Investment Income, so that there it is a better picture of our financial statement. Also, there should be a line item included for “Other Expenses”. The Math Coaching Committee will attempt to make the conference a go, by taking in the same amount as they are spending.
- ❑ **MCTM Committee List:** The committee list was distributed and corrected. Angel will send the revised version out as a separate e-mail attachment when she sends the minutes out.
- ❑ **P.D. Presenters List:** The committee needs to meet again soon and discuss the application and process, etc. because we have only had 2 applicants, to date.
- ❑ **STARS Committee:** Kathy will call the STARS committee together again and get direction for the STARS materials and will report at the October meeting.
- ❑ **Pre-service Committee:** Lisa W. will get this committee together and report back in at the October meeting.
- ❑ **PDA Committee:** The PDA committee will research the Teacher Leader Cadre and bring information to the October meeting.
- ❑ **Miscellaneous:** Terri reported that the Office of Higher Education has changed the ACT score requirement from 18 to 21 with no exemptions. She will e-mail this information to the board. There will be a provisional entrance which is a 3 semester grace period. However, if students don't make GPA, they can not continue their education. It was suggested that the board keeps on eye on this and see what happens with it. Starting with the Class of 2009, the University Honors Scholarship will change so that students have to take 4 years of mathematics. They are also discussing the idea of looking at both the GPA and ACT scores to check for discrepancies.
- ❑ Lisa presented Jim with a retirement card and gift – thanking him for the many years he gave back to the MCTM and Math communities. Lisa Wood will send a gift card and congratulations card to Jean Howard for her new position.

Meeting adjourned at 11:50