

MCTM Board Meeting – October 17th, 2007

Super 8 Belgrade, MT

Welcome

- ❑ Meeting called to order at 9:59
- ❑ Members present: Lisa Scott, Lisa Wood, Cliff Bara, David Erickson, Terri Dahl, Jennie Luebeck, Angel Greenley, Tony Riehl, Deanna Reynolds, Jim Hamling, Kathy Hill and Carl Andeberg
- ❑ Jean Howard and Charles Deisher both sent thank you cards.

Reimbursements

- ❑ MCTM will pay for the conference stay.
- ❑ Social Security numbers are only needed when you are going to be paid for a stipend.

Reports

Minutes – Angel Greenley

- ❑ Policy 5.3.3 of the minutes needs to be changed to match the policy on page 1
- ❑ Policy 5.3.1 – amend proposed change
- ❑ Spelling changes needed
- ❑ Lisa Wood moved to accept the minutes as amended; David Erickson 2nd – motion passed.

Treasurer -Cliff Bara – see attachment A – C

- ❑ Cliff is still without a computer, so he is waiting on that. The new computer that was ordered has Vista, so Cliff had to update QuickBooks. All bills have been taken care of.
- ❑ The savings account balance is not the same as the investments. MCTM's cash on hand has gone from \$46,000 to \$13,675. This is effect of losing SIMMS royalties. The board needs to discuss the need to tap investments to cover this drop in income.
- ❑ Profit and Loss Statement – MCTM has not taken money from investments since 2004. This was taken when MCTM helped to establish MLC. The investments are at \$235,902. If we assume \$200,000 in the bank and a 7% return – we would earn \$15,000 - which is a reasonable return. Lisa Wood reminded everyone that student scholarship money is suppose to be paid by the interest on the income investments, but we have not done that. Tony Riehl suggested that we should use money from the investments to balance the budget instead of creating a budget that is in the red. He also wondered about the purpose of our investments – is it to collect interest or to support new programs? Cliff Bara suggested that we set a bottom number that once investments get to that point, we won't touch the investment anymore. Tony Riehl would like to see us use the investment income to start new programs. Most of our programs are self-supporting; our big costs are operation costs such as expenses, conferences and scholarships. Jennie Luebeck is opposed to using dividends to dig us out of a financial hole. Cliff Bara clarified that the discussion was to use income on investment, not dividends. Cliff Bara and Tony Riehl both suggested putting a line item into the budget – as a transfer from investments – so that the budget can be balanced. The big decision is whether MCTM wants to come up with a set amount, or always transfer the actual interest, which would be different amounts.

Carl Anderberg questioned whether we want to talk about investment strategies. Currently we have money that is tied to the market, but if we invest in something we could have a guaranteed percentage of return on. He also stated that programs that are

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in place should be making MCTM money, not break even. Currently P.D.A. and STARS are both in the black. The math contest is self-sustaining.

Another suggestion was to get a committee to find corporate sponsors for the math contest. Cliff suggested it be Montana companies and that the committee find the sponsors, but that the actual contact of business people needs to be made by the president or the treasurer. Some suggestion of businesses included Albertson's, Town Pump, D.A. Davidson, Exxon, and Wells Fargo. An endowment committee was formed: Cliff Bara (chair), Lisa Wood and Terri Dahl are on the committee. Their goal is to raise \$10,000. They believe that even if funding is secured, schools should still have some responsibility to pay something towards the contest. The committee will report back in January.

Budget Committee-Cliff Bara, David Erickson, Deanna Reynolds, & Lisa Wood

- The budget committee has been directed to put an investment income line item into the budget. They will report back to the board in January. Cliff Bara will put numbers together and e-mail the committee. The President-Elect needs a laptop and the newsletter editor needs a laser printer, per procedure.

Cliff requested that if the credit card is used, he needs to be made of aware of it prior to the purchase being completed. This way he can insure that there is money in the checking account to cover the transaction.

Membership update -Lisa Wood – Lisa has transferred everything to Pam Koterba and it was a smooth transition. The NCTM contest began on September 1st.

Nomination Committee- Deanna Reynolds – see attachment D

- The following people have agreed to run – Marcia Willever (Region IV), Ann Brucker (Region IV), Wendy Connolley (Region V) and Laurie Enebo (Region V). Sue Harding also has names, but she wasn't sure who to give them to – this was reported via Kathy Hill.

Math Coach Conference-Angel Greenley, Tony Riehl, Jennie Luebeck & Kathy Hill – This committee will meet prior to the January meeting. The main thing is to assess the need for the conference.

Pre-Service Math Teacher Conference-Lisa Wood, Jennie Luebeck, David Erickson & Terri Dahl – Lisa Wood suggested that the pre-service conference might be better in the spring rather than the fall, but Jennie thought it might be more difficult. Lisa Wood suggested that the committee aggressively pursue this conference opportunity.

Leadership – Angel Greenley – The topic is Indian Education for All. Mike Jetty, from OPI, is the main speaker. Applications will be sent out to past attendees, as well as to the website. Registration forms will be available at the annual meeting and in the MCTM Hospitality room.

Preble Award - Cliff Bara – Cliff discussed that the new format is a much easier and nicer format. There were 6 nominations this year and it was difficult to choose the final winner. Jean Howard is this year's award winner. From now on, Cliff will be responsible for notifying the committee of the results. The president will be responsible for notifying the winner and those who nominated someone. Board members cannot be nominated, but they can nominate others.

OPI- Lisa Scott –

- OPI is still looking for a math specialist. If a retired person were to take the job, they would still be able to draw full retirement. The council brainstormed a list of possible candidates for the position. Lynda Kay Johnson will be contacted by Terri Dahl. Jennie Luebeck will contact Jean Howard, Cliff Bara will contact Otis Thompson, Glenn Allinger will be contacted by Lisa Wood and Lyle Andersen will be contacted by Deanna Reynolds. If anyone says no, it was suggested that we ask them what it would take to make it happen for them. Lisa Scott will be in contact with OPI to see where they are at with this. The council discussed different solutions to the fact that a

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specialist could not be found. Suggestions included lobbying the legislature for more money or to drop the number of specialists from 6 to 4, so that there would be more money available for each specialist.

- ❑ Math Standards Revision – the standards revision is on hold until a specialist is hired. Carl suggested that we contact OPI and ask them to hire the council to do the revision, so that MCTM and take the leadership on the project. Terri's Dahl's concern was that if the standards are revised, will the CRT be revised to reflect the changes? Lisa Scott will be in contact with OPI and Linda Peterson to see if this is a possibility. If it is, the council could invite Skip Fennel (former NCTM president) to help with standards revisions. Another issue is the fact that states allow students to re-take the CRT and the fact that the CRT's are given at different times of the year. Terri Dahl suggested we take a leading role in the CRT issues. The current situation is that by 2014, each district needs to have 100% of their students at the 40th percentile.

Math Contest – Tony Riehl – The contest is going great. Cliff is working on getting someone from Libby or Troy to host the math contest in that area. Kathy Hill suggested that Ginny Bennet from Whitefish might be a good candidate. Lisa Scott will contact her.

PDA - Kathy Hill –

- ❑ The elementary PDA will be from July 14th – 17th and Lisa Wood will facilitate it. The 7-12 PDA will be from July 21st – 24th at the MLC. Todd Morstein will be doing this one and the topic is Graphing Calculators.
- ❑ Lisa Wood discussed the frustration that in the past, the council has discussed possible topics, but then not knowing the final decision until after the presenter has been contacted. Jennie Luebeck suggested that the PDA committee can have topics chosen/suggested by the January meeting. This way research can be done and brought back to the board.

TI-Nspire Workshop – Lisa Wood – see attachment E

- ❑ Margaret Aukshun is pursuing having a TI-Nspire technology institute come to Montana and has asked MCTM to sponsor the institute. Lisa Scott questioned that if schools did not have the software, would they be willing to send teachers to attend. Terri Dahl will contact a T.I. representative to find out the cost and logistics of hosting a workshop.
- ❑ Discussion centered on whether this year's PDA should be part of the Nspire workshop, but was then decided to keep the format the same for 2 years, so that all areas of Montana have access to the PDA.

MCTM Clothing- Deanna Reynolds

- ❑ There is a variety of samples available for the MCTM booth at the MEA/MFT convention. Vests and long sleeve t-shirts will sell for \$33 and short sleeve t-shirts will sell for \$30. The price to MCTM is \$26 for the vests and long sleeve t-shirts and \$22 for t-shirts. Each order will be charged \$4 for shipping and handling.
- ❑ Deanna Reynolds will collect the checks and send them to Cliff. AlSCO will bill MCTM via Cliff Bara. The order form will be on the website with pictures. It was decided that ordering will take place 3 times per year – November 15th, February 15th and August 15th. Tony Riehl will be on the committee to help with distribution and shipping.

Teacher Scholarships – Jim Hamling – attachment H and I

- ❑ In 2007, all scholarship money was given away. The wording on the application was changed to include one scholarship per year, per person. Jim will also change the description to include the math contest as well. Jim Hamling will also be sure to replace the descriptions and requirements in policy to reflect the changes and send it to Angel Greenley.

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- Jim Hamling suggested giving out an early career scholarship, for participants to attend PDA. Jim has agreed to donate \$400 yearly to the scholarship, and Cliff Bara will donate \$100. The deadline will be June 1st of each year. Applications will be handed out at the New Teachers Breakfast and the annual meeting.

Native American Scholarship – Jennie Luebeck & David Erickson

- Jennie has re-written the policy. So far, University of Montana – Western and MSU-B have not been contacted. Obstacles to giving this scholarship away include the following:
 - There has not been a Native American student in secondary education at Bozeman in the last 4 years and only one in Missoula in the last 3 years.
 - The \$500 award is a drop in the bucket in relation to current tuition costs.
- Discussion centered on the fact that the scholarship is not available to elementary education majors. The reason for this is that the intent of the scholarship was never intended to address this level. Kathy Hill discussed that maybe we should include all levels, since it is a Native American Scholarship and not a math scholarship. David suggested that the letters get sent out and they can see what the response is. If there is no response this year, the committee will open it up to elementary education majors and will send the scholarship to the tribal colleges.

STARs- Kathy Hill

- The committee currently consists of Kathy Hill (chair), Ellen Rose (Middle School rep), Jenny Combs (HS rep) and Linda Ransford (Elem. Rep). The committee has been discussing the possibility of publishing the STARs materials. The options being discussed include:
 - Publish the materials and sell, as is
 - Publish the materials, and then offer a workshop as Professional Development when purchased
 - Workshop with the published materials part of the fee.

There were a few questions about the copyright laws because not all questions were original to MCTM. Johnny Lott may be able to help with the legality of copyright issues. Kathy Hill will look at the costs for different binding options. The materials can be published in 2 volumes: Elementary to MS (K-8) and MS to HS (6-12). Cliff Bara suggested having a STARs blitz for next year's MEA/MFT conference.

SIMMS - Deanna Reynolds – see attachment J

- There was clarification as the role of the SIMMS Committee, which is to stay in contact with Gary Bauer and handle any questions that may arise dealing with SIMMS. Jim Hirstein, Fred and Karen Longhart have agreed to be on the committee. Since only 1 person is needed, Jim Hirstein will serve on the committee. The pressing issue is to get royalties for deceased figured out. Cliff Bara will draft a letter asking for a forwarding address and an address to send the royalties to and send it to people currently receiving royalties.

Newsletter –Angel Greenley

- According to the procedures manual, the newsletter is to be sent to NCTM lists and OPI, but that currently is not being done. Lisa Wood will add OPI to the membership list. The NCTM President, President-Elect and Treasurer can also be added to the membership list.
- Tony Riehl suggested doing everything on-line. Several people discussed about the need to have a hard copy to read.

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- ❑ Angel Greenley will send newsletter reminders out.

MLC – Jennie Luebeck & David Erickson

- ❑ Diane Fladmo is the new director. She is excited to be director. With a change of directors, MLC is ready to take on some new projects. MCTM is utilizing MLC this summer. However, they still want to get groups to use MLC during other parts of the year. MLC wants to be sure that MCTM feels welcome to come and use the facilities.

MCTM Conference - Lisa Scott – see attachment J

- ❑ The conference is in Missoula next year. The current general chairs and program chairs have agreed to continue their responsibilities for next year. They are also willing to mentor the new chairs for the Billings conference.
- ❑ Lisa Scott received an e-mail stating that MCTM is doing a poor job of involving college professors and neglecting to invite them to present at the annual conferences. Kathy Daviau and Rose Steiner will send out a letter to all of the Math Ed., Math and Statistics professors at the area colleges to invite them to present. Kathy and Rose will do a call for presenters at Leadership Conference in February. Anyone agreeing to present will be put into a drawing for a hotmath.com subscription.
- ❑ Nancy Schweitzer will be in attendance at the annual meeting.

NCTM Representative Report – Jim Hamling

- ❑ We did not order anything for consignments this year for the annual conference since this has not been successful in the past. Currently any consignment orders from NCTM are all books. Lisa Scott suggested that we propose to create a kit that has pencils, stickers, etc. in the packet and then make a motion at the Delegate Assembly meeting in April. She has e-mailed Dave Brancamp regarding proposing this. Cliff Bara suggested that MCTM think about doing this from an MCTM standpoint and start to market pens, pencils, tablets, etc.

NCTM Affiliate Leadership Circle - Lisa Scott

- ❑ Lisa Scott sent in the MCTM membership list and 25% of our membership also belongs to NCTM. The Leadership Circle has different tiers and benefits at each tier.
 - To qualify for the silver tier, a council needs to have 35% of its membership join NCTM. The benefit is a three-year certificate of membership.
 - To qualify for the gold tier, a council needs to have 50% of its membership join NCTM. The benefits include a three-year certificate of membership to the Leadership Circle and one free registration to Affiliate Leaders Conference for each of the three years.
 - To qualify for the platinum tier, a council needs to have 65% dual membership. The benefits include a banner showing membership, two complimentary registrations to Affiliate Leaders Conferences for each of the three years and a certificate.

NCTM Annual Conference SLC - Lisa Scott

- ❑ This year MCTM will reserve a hotel at one of the recommended hotels. Last year, in the interest of saving money, we did not and the hotel was not a good choice. There will be three rooms reserved. One will be for female MCTM board members, one is for male board members and the other is for the membership contest winner. Jim Hamling and Lisa Wood will be attending.

Website – Tony Riehl – see attachment M

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- On the attachment, the spike in people visiting the site in February and March are due to the math contest and people registering for it. Our name is currently owned by MCTM, but will need to be renewed in 2013. Tony will type up a Website Procedure for the procedures manual.

Business

- **By-Law & Policy**-Lisa S
 - Policy 5.3.1 proposed change: MCTM pays travel expenses for two board members, the President and NCTM Representative, or a board designee to attend the NCTM annual meeting each year and represent MCTM at Delegate Assembly. Jennie Luebeck moved that Policy 5.3.1. be accepted as read. Deanna Reynolds seconded. Motion passed unanimously. This will be voted on at the annual meeting.
- **Policy & Procedure - Angel** Greenley – Angel will send out updated By Laws and Policy after the annual meeting. Procedure is ever changing. We still need to add the website procedure and the new teacher procedure. Once those are in place, it will be re-sent out.
- **Indirect Rate**- Cliff Bara & David Erickson – Cliff has had not response from his contact. David will continue to work on this.
- **TI Teacher Leader Cadre**- Lisa Scott – see attachment M
 - This is a 9 day workshop. The cost is \$700 plus travel and per diem. We discussed whether to send board members to an out of state training, or to try to bring TI people here to do an in state workshop. The question is, if we send people out of state, can they come back to Montana and host a T.I. workshop? Terri Dahl will ask Paul Riopel about this and report back at the next board meeting.
- **Insurance Policy** – Cliff Bara – There is an insurance policy that is stated in Policy 5.1.5. The rate on this insurance is high, so Cliff will shop around and see if he can get a lower rate. He will report back at the January meeting. Also, Policy 5.1.8 will be voted on to remove the policy, as it does not meet the needs of the board. David Erickson mentioned that there is Directors and Officers Liability insurance. Cliff will research this and get back to us.

Meeting adjourned at 5:34 p.m.

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Responsibilities

Kathy Hill

1. Contact Johnny, Gary and Terry regarding STARS
2. Gather information from the publisher
3. Talk to the STARS committee
4. Meet with the Coaching Committee on Friday
5. Read PDA procedure

Jennie Luebeck

1. Update the Native American scholarship
2. Apply for the P.D. Presenters list

Lisa Wood

Tony Riehl

1. Update the website with Leadership information, OPI math specialist and a clothing order form
2. Help with the clothing committee
3. Write a website procedure
4. Meet with the Coaching Committee

Deanna Reynolds

1. Talk to Lyle regarding the math specialist position
2. Work on the budget
3. Notify Jim Hirstein that he is a SIMMS member
4. Place clothing orders and send checks to Cliff
5. Send clothing order form to Kathy Hill for PDA and Angel Greenley for Leadership
6. Take care of nominations

Jim Hamling

1. Talk to Ann Keith regarding being an alternate for Region 3
2. Send letters of acceptance to Angel for the Procedures manual
3. Send New Teacher Scholarship information to Angel for the Procedures manual
4. Keep in contact with Dave Brancamp

Carl Anderberg

1. apply for PD Presenters List

Lisa Scott

1. Make a revised map and send to the directors
2. Contact Linda Peterson at OPI regarding the math specialists and math standards
3. Contact Ginny Bennett regarding math contest director for Kalispell
4. Reserve MLC for summer meeting
5. Send a thank you to Internet Montana
6. Reserve hotel rooms for NCTM conference
7. Apply for PD Presenters List
8. Get Newsletter articles to Angel by November 5th

Cliff

1. Work on the budget
2. Work on the Endowment Committee with Lisa W. and Terri
3. Contact Otis Thompson regarding the math specialist position
4. Draft and send out a SIMMS royalties letter
5. Apply for the PD Presenters List
6. Work on the indirect rate
7. Shop for insurance policies

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Terri

1. I will serve on the endowment committee. Looking into financing for a program like the Math Contest. Discuss with Cliff and Lisa and report back in February. Would TI donate a calculator?
2. Pre-service Math Teacher Conference – Lisa will contact me and we will have a report in February.
3. Contact Lynda Kay Johnson – talk with her about OPI specialist. Ask her about salary - \$36,000. Can't find the description.
4. I need to check into TI-NSpire and bringing in a workshop on this to the state. Keep in touch with Lisa Wood on this as well as e-mail the board.
5. Check with Ann? and Betty Travis about how the publishing works – do you check the problems to see if they are plagiarized at all?
6. Contact Kathje Dalton – David will e-mail me her address.
7. Contact Kurt Shephard and ask for electronic copy of all of their newsletters. November 2004 – March 2006 – September 2006 – November 2006 – January 2007 – March 2007 – May 2007
8. Ask Todd about insurance they carry on board members. Is it different with non-profits.

David

1. Region 1 monthly news update
2. Follow-up on Lustgraaf indirect rate determination – by January 31, 2008 Board Meeting
3. Together with Jennie, mail out to all Montana Universities and Tribal colleges the opportunity for \$500 scholarship for pre-service secondary Native American teachers due March 1, 2008.
4. Share with General Meeting re: MLC update.
5. Work on 2008 budget
6. Apply for PD Presenter's list
7. Do everything the President asks