

MCTM Board Meeting Minutes
October 17, 2012
Lincoln Center
Billings, Montana

Meeting began 10:06 AM

Present: Marie Boothe, David Erickson, Cliff Bara, Rodd Zeiler, Don Hickethler, Deb Wickum, Melissa Romano, Mandy Bighorn, Angel Zickefoose, Laura Ascherman, Hilary Risser
Guests: Lisa Scott (Regional MCTM Rep); Jean Howard (OPI Math Curriculum Specialist)

- ❑ **Welcome** – Angel
- ❑ **Lunch Order** – Angel
- ❑ **Reimbursements** – Cliff
Account balances were circulated and discussed

Reports

- ❑ **Minutes** – Mandy
 - Minutes from June were circulated for editing. Marie Boothe motion the minutes have been approved, seconded. Minutes approved as edited.
- ❑ **Treasurer** – Cliff
 - MCTM Account balances and Profit & Loss were circulated and discussed, profits are doing well this year.
- ❑ **Budget** – Budget Committee Report – Cliff, Melissa & Rodd
 - Last year’s budget will be emailed to Cliff, Melissa, & Rodd, it will be discussed at the January board meeting. A discussion over equipment was discussed, two laptops are unaccounted for; Cliff will follow up on equipment.
- ❑ **Math Contest** – Marie Boothe
 - MCTM account profit & loss were circulated discussed. MCTM supports looking into a sponsorship to help cover the cost of the math contest. We need a Grass Range director since Sherry is retiring.
- ❑ **MCTM Corporate Sponsors** – Hilary Risser
 - Composed a letter to send to cooperate sponsors or look into “in-kind” donations for student winners. Hilary will share the letter on Google docs for editing and she will contact cooperate sponsors.
- ❑ **Leadership Conference** – Laura Ascherman
 - They are still looking for more breakout presenters (elementary and high school) regarding STEM, next generation, or mathematical common core content. Please contact Laura Ascherman or Laurie Enbo. Theme for the next few years is Math Common Core standards and the Framework for K-12 Science education. The

conference will be January 25th and 26th at the Comfort Inn, Bozeman. Beth Burroughs will be the keynote speaking on the Common Core and next generation standards. MCTM pays for Board Members to attend. Registration is online. Presenters do receive a small stipend and lodging expense.

- **Membership** – Angel Zickefoose for Lisa Wood
 - Lisa will have a printed list of current members at the booth and annual luncheon. It is important to check that emails are updated since that is how we communicate with members. We need to find a new membership chair. All board members have access to the current membership list.

- **MLC** – Rodd Zeiler
 - Rodd will attend the Board meeting on November 3rd. He will provide more information after the meeting. The newsletter was published and promoted family learning at the Montana Learning Center and our MCTM professional development academies.

- **MEA-MFT Billings 18 & 19 October 2012** – Mandy
 - MCTM was awarded the T³ for the Belgrade conference. Lisa and Mandy have requested a site coordinate to help in the Belgrade area with this. We need the materials shipped directly there and back. For our MEA-MFT conference this year we will be selling the rest of the vests for \$35 and ordering a new membership booth banner. The Annual luncheon will be held from 11:00 to 1:00 at Castle Rock Middle School.

- **Newsletter** - Angel Zickefoose
 - Rodd will look into creating a pdf format of the newsletter from Word Document, as the new Adobe Reader no longer supports the hyperlinks upon conversion. We will discuss newsletter responsibilities later in the meeting.

- **Native American Scholarship** –David Erickson
 - The deadline for the scholarship is November 15th.

- **Scholarships** – David
 - Jim Hamling, Fred Longhart, and David Erickson (past president) are on the MCTM Scholarship Committee. A list of MCTM Scholarship opportunities and the Scholarship application form was circulated and discussed. These are online, they were published in the September newsletter and it was sent as an email to regions on September 17th. The Leadership Conference will be added to choices for scholarship winners. Cliff received a letter from a student thanking his high school math teacher, Kim Girard, for her teaching and his success in mathematics. Cliff will share this letter with his high school teacher.

- **NCTM Representative** – David Erickson
 - David attended a NCTM webinar recently. He will publish what he learned in the next newsletter. NCTM has put out a call for resolutions due by November 1st.

- **Election Committee** – Rodd Zeiler, Laura, Deb, & Don
 - Melissa Romano (Region 3) and Mandy Bighorn (Region 4) are leaving the board after this year. We need two board members, one needs to be a K-4 grade band and one can be at large since Regions are covered. We will ask for nominations at the Annual Board Meeting. Rodd will continue to use the same website for the election.

- **Affiliates Conference** – Deb & Laura
 - Deb and Laura shared a great article in the September newsletter. A majority of solutions to problems can be solved electronically. They focused on how to increase memberships through electronics, linking our website to our Facebook page, and keeping communication lines open. To help promote our social membership community we are going to poll current members at the Annual Board Meeting on what type of media account they use. Angel will be in charge of the poll and Rodd will do a follow up survey. We will discuss results at the January Board Meeting. The other idea they had was to look at our current marketing technique to all levels of education.

- **Small Classroom Grants** – Angel and Mandy
 - MCTM Small Classroom Grants Procedure was circulated, the application process was discussed, and a committee will be formed later in the meeting. We will share Small Classroom Grants at the MEA-MFT membership booth and the Annual meeting. We will also publish it in the November newsletter, with the application link on line.

Working lunch 1:00 PM

- **NCTM Western Regional Report** – Lisa Scott
 - Lisa shared a NCTM power point that explains NCTM’s mission and roles. The affiliates an important role between NCTM and state math boards. There are resources for support the Common Core (www.mathccc.org), along with a digital resource library of practice to be launched in 2014. NCTM also offers from E-workshops. The NCTM Annual meeting is in Denver, April 17-20, 2012. The Affiliate still offers grants; this is a good option for MCTM to looking into.

- **SIMMS** – Cliff Bara
 - As a board we voted on a committee to speak with SIMMS on our behalf. Lisa Scott, Cliff Bara, Johnny Lott, Maurice Burke, and Gary Bauers. SIMMS has played an important role for MCTM. The committee is hoping to work with Kendall Hunt, and revise. They need to know what this entails, form a budget, and see if it is a worthwhile investment. If so, the committee will work on a 4th edition. As board, we need to negotiate percentage share with SIMMS. David will speak to the University of Montana lawyers and proceed to Montana State University.

- **PDA** –Hilary Risser, Mandy, Angel & Deb

- The middle/high school PDA held one session with approx. 60 people, the elementary held 3 PDAs in Helena with approx. 90 people. With the help of David and Jean, OPI's supports the PDAs were profitable for this past year.
 - Jean said OPI would like to help support PDAs, providing a similar module to MBI. MBI charges a minimum of \$75 per team daily, or they provide a team rate for registration, participants are responsible for all other expenses. A lot of districts that go, budget teams to attend. This MBI conference is held at MSU Bozeman, the third week of June. OPI is willing to find a keynote. OPI has a Math Leap Team (Cliff, Bara, Lisa Scott, and Karma Nelson) that would like to build a cohort to help be leaders. The focus is mathematics and large groups. Consider charging to make a profit, make a great presence for continuing notion, and think about one location versus multiple. There could be different levels of participants for grade bands, and knowledge.
 - The board proposes a 4-day session August; 5-8, K-16 & administrators. Helena COT is a possible location. Hilary will look into lodging and report to the committee. Jean will also check the second week in June, to see if the MEI conference will be held this year. If not, PDA may be able to take that time slot.
- **OPI – Jean Howard**
 - The Math Lead team had a conference with RTI to build a professional development module system. November 14th OPI is looking to have a Math Summit. The website is being updated and every Friday OPI is putting out 3 big ideas to all people signed up for the CSI. Newsletters are located on the home page on the OPI website. OPI awarded two grants for Math and Science, Lisa Scott is the new director for the STREAM grant. The new Science Leadership member will be the new director for the MPRESS grant.
- **Director Reports** – each director will report on their “To Do list” from June meeting
- **Other**
 - **Montana Learning Center-Cliff**

Concern: What are we going to regarding the MCTM resources at the Montana Learning Center? In November, Cliff and Jean will organize the materials into one area; we will discuss a procedure for what to do with this in June.

Business:

- **MCTM Committee Assignments** – Angel

Committee assignments were updated. See page 8.
- **Newsletter items/Assignments** – Angel

Board members were reminded of their commitments that they signed up for in June. See page 9.
- **Procedure Manual Revisions** – Angel

Angel asked that each board member look through the procedure to find errors, obsolete listings, etc. If you find something that needs to be revised, or is unclear to you, please print that page out and mark it up – then bring copies for the board members to discuss in January.

❑ **STREAM Project** – Lisa Scott & Jean Howard

Math and Science Partnership collaborates with different Universities across the state of Montana, present to Bill McCallum and chose names for programs to help Regional Service areas (all 5) for role support. The main goals for the projects are to assist the MCCS Standards across the state of Montana. The first meeting is November 5th and 6th.

❑ **Board member responsibilities** –

Melissa

- January Elementary Lesson Plan
- Find applicants for Small Classroom Grants
- Meet with Cliff & Rodd for Budget in January

Deb

- Finish lesson plans for newsletter
- Meet with the PDA committee before Jan.
- Meet with Election committee to find out duties

Don

- Read Election procedure manual
- Present two sectionals on Friday
- Work on small classroom grants

Rodd

- Re-check election responsibilities
- Get names for new election year
- Meet with marketing committee looking at creating social groups
- Follow through with MLC
- Discuss Budget with Cliff & Melissa
- Jan. lesson plan

Cliff

- Check with Lisa Wood & Linda for computers
- Deal with basement at MLC for MCTM materials
- Proof read Lisa's assessment for the Jan newsletter
- Contact Preble nominees, they are good for 2 years
- Review sections in Procedure manual

Hilary

- Post letter on Google docs for Sponsorship, send to Town pump; move forward with businesses
- Post door prize soliciting letter, prove read; read to MCTM contest direction
- Encourage student to apply for Native American scholarship
- Email Jan. and May lesson plans
- Work on a PDA plan with Jean and committee

- Hand out survey in session regarding social media

David

- Look for MCTM Banner
- Send Native American Scholarship information letter out
- Contact University of Montana attorney regarding SIMMS realities, who to contact at MSU
- Send newsletter article for NCTM

Marie

- Continue to do jokes and quotes for newsletter
- Present sectionals at MEA
- Chair regional meeting at annual meeting
- Talk with Lisa Wood regarding membership duties
- Attend director's dinner
- Review, and read the procedures manual

Laurie

- Finish article for Leadership conference
- Attend leadership conference committee meeting
- Email Region 3 about scholarship grant opportunities
- Read procedure manual

Angel

- Small classroom grant flyer
- Poll Everywhere for annual meeting
- Annual Meeting Power Point
- Certificate for winners for Annual Meeting
- Save the Date for PDA - August 5th - 8th
- Re-order name tags for Don, Deb, Hilary (2012-2015) and David
- Talk to math department about K-8 Institute membership
- Website for MCTM Board Members Only
- Edit Small Classroom Grant form and flyer
- Look through procedures and edit, as needed
- Order another MCTM banner, if necessary

Mandy

- Send Tony updated June minutes
- Send Angel October Board & Annual Board meeting minutes
- Put Newsletter items/assignments with Board meeting minutes
- Submit summary of Board & Annual Board meeting to the November newsletter
- Work on Small Classroom Grant flyer, and committee duties
- Work on Co-Program Chair duties for MEA-MFT with Lisa Wood
- Elementary Lesson Plans for Newsletter in November
- Look at Procedures manual; bring edits or questions to Jan. board meeting.

- Other

David is on the NCTM publishing committee, NCTM does not currently publish textbooks, should NCTM publish textbooks on-line? Board agrees that no they shouldn't.

- **Adjourn: 4:30 PM**

Next Meeting: January 24th - 9:00 AM @ Comfort Inn- Bozeman, MT

MCTM Committees 2012-2013

<p>Budget Committee Cliff Bara – Treasurer Melissa Romano – Board member Rodd Zeiler – Board member</p>	<p>Dean Preble Award Committee Cliff Bara – Treasurer Deb Wickum – Board member Marie Boothe – Board member</p>
<p>Math Contest Marie Boothe – Board Liaison Linda Horst – Contest Director Site Directors – Billings: Jennifer Brackney; Glasgow: Marie Mavencamp; Grass Range: Sherry Horyna; Great Falls: Satinee Lightbourne; Havre: Mary Wagner; Helena: John George; Livingston: Erik Johnson; Missoula: Chip Rinehart; SE/Plevna Schools: Marie Boothe; Sidney: Yvonne Gebhardt; Southwest: Hilary Risser</p>	<p>Leadership Conference Committee Beth Thomas – MSTA Shelly Kelly – MSTA Laura Ascheman - MCTM Laurie Enebo – MCTM Angel Zickefoose – MCTM Ellen Rose – MCTM Lori Chapman – MCTM</p>
<p>Membership Chair: Marie Boothe ? Cliff Bara ?</p>	<p>MLC Representative: Rodd Zeiler</p>
<p>Newsletter Editor: Angel Zickefoose Assisting with web delivery – Rodd Zeiler</p>	<p>Native American Scholarship Committee: Beth Burroughs – MCTM member David Erickson, Board member Ed Sugg –MCTM member</p>
<p>NCTM Representative: David Erickson</p>	<p>Elections Committee (needs to find new members for Board from Region 1 & II and college/university) Rodd Zeiler – (Chair) Region IV Laura Ascheman, Deb Wickum, Don Hickethier, and Sarah Ingalls</p>
<p>PDA Committee Hilary Risser – Chair Mandy Berens–K-4 Representative Angel Zickefoose – 5-8 Representative Deb Wickum - HS Representative</p>	<p>Marketing Committee Rodd Zeiler Laura Ascheman</p>
<p>SIMMS Cliff Bara – Treasurer Lisa Scott – Chair Johnny Lott Maurice Burke Gary Bauer Angel Zickefoose</p>	<p>Small Classroom Grant Committee Mandy Bighorn - Chair Don Hickethier – MCTM Laura Ascheman – MCTM</p>
<p>Scholarship Jim Hamling, Fred Longhardt, and Past-president</p>	<p>MEA-MFT Conference Chairs: Mandy Bighorn Lisa Wood</p>
	<p>Webmaster Tony Riehl</p>

2012-13 Newsletter	Sept	Nov	Jan	Mar	May
Feature Article	MEA-Lisa	Leadership-Laura	Next Gen Assessments	PDA-Hilary & Jean	Math Article-Don
Elementary Lesson Plan	Melissa	Mandy	Melissa	Mandy	Angel
MS Lesson Plan	Melissa	Deb	Rodd	Rodd	Hilary
HS Lesson Plan	Marie	Lisa Wood	Hilary	Deb	Laura
President's Message	Angel	Angel	Angel	Angel	Angel
MLC	Glenn	Olivia	Glenn	Glenn	Glenn
OPI Report	Jean Howard	Jean Howard	Jean Howard	Jean Howard	Jean Howard
NCTM Representative Report	David Erickson	David Erickson	David Erickson	David Erickson	David Erickson
Scholarships	Previous Year Report Jim Hamling	Jim Hamling	Jim Hamling	Jim Hamling	Jim Hamling
Membership Report	Lisa Wood	Lisa Wood	Lisa Wood	Lisa Wood	Lisa Wood
Board Meeting Minutes	Mandy Bighorn	Mandy Bighorn (& Annual Meeting)		Mandy Bighorn	
Dean Preble Award			Yes	Yes	Yes
MCTM Math Contest Results					Linda Horst

	Sept	Nov	Jan	Mar	May
MEA Hotel Information				Mandy/Lisa	Mandy/Lisa
Sectional Sign Up					
MCTM Biographies				Rodd Zeiler	
MCTM Election Results					Rodd Zeiler
Leadership Report				Angel/Laura	
Jokes/Quotes	Marie	Marie	Marie	Marie	Marie