

MCTM Board Meeting Minutes
October 16, 2013
Bozeman, Montana

Meeting begin

Present: Cliff Bara, David Erickson, Deb Wickum, Laura Ascheman, Angel Zickefoose, Don Hickethier, Pamela Murnion, Marie Boothe, Hilary Risser Jennifer Brackney and John George

Welcome – Angel

Lunch Order – Angel

Reimbursements – Cliff

Reports

- **Minutes** – Jennifer B.
 - Motion to accept the minutes from our June 2013 meeting made by Hilary R., second Marie B., motion passed.
- **OPI Update** - Jean Howard
 - Jean thanked MCTM for the partnership that MCTM and OPI has formed.
 - Jean briefed us about the STEM events planned for tonight at the Museum of the Rockies.
 - PDA opportunities - gathering all of the PDA's in the state to make sure that all schools and teachers in the state have equity in the opportunities in professional development.
 - Digital academy through a grant and OPI to provide easy access to PDA opportunities for schools and teachers. There is some room for developing different types of PDA with MCTM MEA and OPI.
 - Montana Aspire in Math PDA (developing Professional Learning Community in school districts), pilot in Columbia Falls, Anaconda and Belgrade. This PDA will involve the entire district. This will cost money and they are working the get schools to buy into the program.
 - Consultants (administrators) from each region to help provide districts with the resources as support and to help select PDAs for their districts. These consultants will be a liaison between districts and OPI.
 - STEM - Leadership Conference - MCTM is struggling to find a speaker for this years conference. We have approached OPI looking for some support. A possible presenter for the conference Janelle Johnson, Equity Specialist Coordinator, Metropolitan State University of Denver, PO Box 173362, Denver, CO 80217-3362. She focuses on professional development for interdisciplinary teaching of diverse learners. She is coming to visit OPI in November. There was a discussion on how do we begin to involve administrators into this conference. We are looking for new committee members for this conference as Angel needs some assistance. Deb, Pamela and Laura have both offered to help with this

conference.

Break at 11:05

Reconvene at 11:15

- **Leadership Conference – Angel Zickefoose**
 - This year's agenda
 - Do we want to use part of the PDA that we are currently creating or the Mathematical Practices PDA to entice administrators to come to the conference?
 - Our numbers are down. Last year we only had 50 participants. How do we encourage participants to come?
 - Things for the committee to keep in mind when they meet - Is the name misleading? Maybe adding onto the name to emphasize that it is for teachers?
 - Janelle Johnson sounds promising - OPI might be able to chip in the keynote speaker. Maybe contact Jerry Wheeler as a speaker?
 - New committee members - Pamela, Laura and Deb have offered to help.
- **Treasurer – Cliff**
 - Profit & Loss, as well as MCTM account balances were circulated and discussed
 - We have made some money over the last year in our investments - approximately \$11,000
 - When we are offering to pay people/charge people it is important that Cliff knows ahead of time if at all possible.
 - We now have the ability to use Paypal to pay dues and donations. During MEA we will hopefully be able to use the WiFi to have people register online at the MCTM booth.
 - We would like to be able to add an option to pay for Leadership/PDA with a credit card/Paypal. If we do this, we will just need to write a check to the Leadership Conference once all registration is complete. Cliff will take care of this for us.
- **Budget – Budget Committee Report – Cliff, David and John**
 - Current budget was circulated and discussed
 - On our current draft, the SIMMS royalties might be a little high.
 - This document is a working document, not set in stone.
 - The big expense in office supplies last year included checks (these are only purchased about every 5 years) and a printer.
 - At our January meeting this budget will be adopted with any suggestions made in the next few months.
- **Math Contest – Marie Boothe**
 - Writing weekend went very well.
 - There will be a discussion on whether the TEAM test will continue during the Contest Sectional on Friday.
 - We are still looking for regional directors for 3 of the regions.
 - Linda will continue to host the test writing, with Sherri Keppler taking over as the State Math Contest Director.

- **MCTM Corporate Sponsors** – Hilary Risser
 - Hilary has contacted the list of the suggestions that we developed at our last meeting. Verizon, Glacier Bank, Northwestern Energy and Stockman Bank all have a more detailed sponsorships. Hilary will collect information for these applications and get them filled out by January meeting.
 - What are we willing to commit to these sponsors?
 - Naming rights - MCTM Math Contest in Sponsorship with _____
 - An article in the local papers
 - Sponsor logo on the back of certificates
 - Sponsor logo on tests
 - Banners at the site
 - Advertisement on the pencils
 - Trinket (magnet) with sponsor name
- **Membership** – David Erickson
 - We will be giving every NCTM member from Montana a MCTM member next month.
 - Paypal is going to hopefully help boost our membership. We do pay about \$0.40 per membership to run them through Paypal.
 - We have had 24 people sign up or renew in the last month. We currently have 312 members and will hopefully add about 100 members next month to boost our NCTM percentage of membership.
 - We get a rebate check from NCTM from members who register.
- **MEA-MFT Belgrade 17 & 18 October 2013 – Angel for Mandy**
 - Booth Workers - Our time slots are filled for the conference.
 - Responsibilities while you are in charge of the booth -
 - Provide information to prospective/members
 - Help people register - paper or online
 - Make sure memos include any needed extra information on checks
 - 5 Membership Winners
 - 5 members from the members present at the Annual Meeting will receive a free 1 year membership to MCTM. - A vote was held to make this change from our old method of randomly choosing 1 member from each region.
 - PDA Winners - 2 members will be randomly chosen from the entire membership to receive a certificate to attend a MCTM sponsored PDA next summer
 - New Chair people - shadow in Billings, take over for Missoula, no one jumped at this opportunity
 - Keynote suggestions - Linda Gojack - NCTM President, Joe Boaler - Stanford University, Bill McCallum - Lead writer Common Core/Arizona State, Eli Luberoff from Desmos
 - New teacher breakfast
 - Friday morning, the board is invited to come and introduce yourself to these new members
- **Newsletter** - Angel Zickefoose
 - Published sometime during the month :)
 - Please make sure that you submit your articles to both Angel and Hilary

by the 10th of the month

- **Election Committee** – Laura Ascheman
 - We did well getting some nominees for board members Leslie Pehl (5), Jesse Nesper (5), Karli Madison (5), Heidi Horak (2), and Jason Stewart (1). We need 1 from region 5 and 1 at large.
 - Melissa Romano agreed to run for president.

Break for lunch 12:50

Reconvene 1:10

- **Affiliates Leadership Conference** – John George
 - Teaching in a technology filled world. How can you use the media to improve membership? Didn't see a lot of success with the use of technology. Suggestions to improve membership included conferences and PDA.
 - We would like to always send two people to this conference.
- **Small Classroom Grants** – Laura
 - Laura has created a flyer to have at our MCTM Booth at the conference and for at our Annual Meeting
 - These applications are due in January
 - There is a rubric that we will use when we award these grants.
- **Dean Preble Award**
 - We are still struggling to find people to award this award
 - All board members need to reflect and nominate for next year
- **SIMMS** – Cliff Bara
 - We are still having conversations with Kendall Hunt. They don't seem to want to do anything with it, but they also don't want to hand it back to MCTM
 - We are now waiting on a response from them
 - A 1099 form needs to be filled out with the IRS whenever we pay any more than \$10 in royalties
 - What should be done with the royalties when people pass or we lose track of them? We need to develop a board policy for this.
- **PDA** – Hilary Risser, Mandy, Angel & Deb
 - Generation 1 - Mathematical Practices Workshop
 - 2 in Miles City and 1 in Billings went well, we have had some cancellations at other locations
 - We are having some communication problems when it comes to setting up and holding these PDAs
 - A vision of teachers presenting professional development to other teachers
 - Angel will create a document outlining the expectations for all PDA facilitators and disperse this information to our trainers
 - More geared towards small districts rather than the larger districts
 - There might be some opportunities as we explore an online option
 - Currently we have made about \$3500 presenting our Generation 1 PDA
 - Generation 2 - Mathematics Content
 - Hilary is going to work on some advertising for the second generation

PDA to get the information out to schools - will include feedback from previous workshops

- **Native American Scholarship** –David Erickson
 - Awarded to a Montana Tech student last year
 - We have some nominees for this upcoming school year
- **Scholarships** – David Erickson
 - Gave 4 scholarships last year, Kathy Hill, Sheri Kepner, Nathaniel Mussetter, Mary Ann Drury
 - Will award two more at the annual meeting
- **NCTM Representative** – David Erickson
 - NCTM sent us a check for \$103 for members who are double enrolled
 - Regional Conference for NCTM will be held in Las Vegas in a few weeks

Business:

- **PDA - Generation 2**
 - Taking CCSM and implementing those standards
 - Evaluating curriculum materials and CCSM
 - Scope and Sequence for CCSM
 - Development will occur on Friday and Saturday
 - Participants will look at their current curriculum materials and how to supplement and build a classroom curriculum
 - There are 6 members who will work on making these materials
 - Hilary will meet with OPI (Curtiss) to explore their PDA online implementation
- **Sidenote - Involving more members**
 - personal invites
 - opening up to the entire membership when we need volunteers for things
 - application process for committees
- **Board Alternates (every director should have 1 person that they have contacted)**
 - Please update board member information on the following attachment
- **MCTM Board Website**
 - <https://sites.google.com/site/mctmboardmember/>
 - This will have all of our “binder” materials
 - All board members will be able to update and add to this site
- **Procedure Manual**
 - This has all been updated and is on Google Drive and on our website
 - Board members need to make sure that they have read and are aware of the responsibilities that they have committed to.

Adjourn: 3:50 PM