

MCTM Board Meeting Minutes – January 27, 2011

Meeting began at 10:00 am at the Comfort Inn

Present: David Erickson, Marcia Anderson, Laurie Enebo, Mandy Bighorn, Jim Hirstein, Marcia Welliever, and guest, Lisa Scott, NCTM Western Region representative

Absent/Excused: Cliff Bara, Beth Burroughs, Melissa Romano, and Renee Floyd

Minutes:

Motion was made, seconded and approved to accept minutes from October 20, 2010 as printed.

Reports:

- **Treasurer – David for Cliff Bara**
 - Reimbursement vouchers shared.
 - MCTM Account Balance report was circulated and discussed.
 - Motion was made, seconded, and approved for treasurer’s report.

- **Budget - Budget Committee**
 - Encourage double occupancy of lodging and travel when available for Board members.
 - Treasurer’s request for new computer equipment for \$1,500 will be added to the budget.
 - Region I has requested \$1,000 for a new printer to help with the math contest, David will contact Region I and offer to loan this amount with repayment amounts at \$500 for the next two years to follow.
 - Increasing Teacher’s Scholarship expense \$1,100 to \$1,400
 - Longhart Memorial from \$500 to \$1,000
 - Goal to increase membership by \$1,000
 - Approved

- **Membership- Lisa Wood**
 - Current membership is at 389 members, 129 renewals, 111 members missing information (email, grade level, phone number, etc). Lisa is going to continue to encourage membership especially at the Elementary grade band level by contacting schools directly (administrators or principals) and market the benefits of joining MCTM.

- **Election Committee report and transitions- Marcia**
 - All candidates have responded and accepted election nominee, biographies of candidates will be in the March newsletter. A request has been made that someone volunteer to work with Marcia and learn transitions of election committee for next year’s term, Jim has agreed.

- **Leadership Conference – Laurie Enebo**
 - Attendance is low (75 for 2011), high-interest topics need to be chosen to help improve this as well better communication. Committee will use more networking in the future to promote Professional Development Opportunities for Teachers. MCTM supports MSTA-MCTM Leadership Conference, to keep this strong please continue to ask for support.

Break 12:00 p.m.

Reconvene 12:55 p.m.

- **NCTM Western Region Rep - Lisa Scott**
 - NCTM is focused on Common Core State Standards. A resource guide has recently been released: *Making it Happen: A Guide to Interpreting and Implementing Common Core State Standards for Mathematics*.
 - An Interactive Institute to help at the high school level: *Infusing the Classroom with Reasoning and Sense Making*, and at the elementary level: *Algebra Readiness for Every Student Institute in Baltimore, August 9-11*
 - The NCTM website has a lot of support; from grant writing to eworkshops: NCTM does have a grant opportunity to increase membership or highlight MCTM initiatives, for example a PDA grant could be written to promote geometry.
 - Reflection guides are also on the website following professional developments.
 - NCTM Affiliate Leaders Conference is in Denver, CO, July 29-31, 2011 (Two MCTM members are encouraged to attend)
 - If you have issues, concerns, or changes please contact Lisa. Also, remember to encourage membership to NCTM.
- **SIMMS update- Lisa Scott**
 - Charlie Cook, the contact, would like to work the Board to help support but their Tier 1 projects are selling the best. SIMMS would be a Tier 2 curriculum, if we could realign to the Common Core and highlight to market it specifically to Montana. He would like to meet with a team to discuss further. David will put together a list of possible team members to meet in Indianapolis regarding the vision of SIMMS.
- **Native American Scholarship Awardee - Rachelle Wood, MSU-Bozeman**
- **STARS Update - David for Kathy**
 - No news to report
- **PDA - David for Renee**
 - Middle School PDA, Algebra, Darlene Rector - Billings, July 11-14
 - No location yet
 - High School PDA, Algebra, John George - MLC, July 18-21

- **MCTM Math Contest - David**
 - Request for \$1600 for a scanner to score exams in Region I, MCTM will offer to Chip to help with a loan. He will put \$600 for a down payment and pay \$500 the next two years. David will report back.
- **MCTM Corporate Sponsors - Lisa W**
 - Lisa W. will contact possible corporate sponsors
- **Regional Reports - none**
- **Newsletter-**
 - Reminder to submit lesson plan to Tony to post on website and submit summary to Angel for newsletter by the 10th of the newsletter month.
- **MEA-MFT Missoula, October 20-21 – David**
 - We are still looking for a site representative.
- **MLC – David**
 - Montana Learning Center did not get the Murdoch grant, they are still searching for programs to support.
- **OPI: 2011 Montana Mathematics and Science Showcase and Forum - Feb. 24-25- Red Lion Hotel, Helena - David**
- **Equipment Committee - David**
 - Cliff's request for a new desktop computer, approved in Budget.
- **Other**
 - Karen Longhart Memorial Scholarship needs a form and process to be implemented. It will be reviewed with the Dean Preble Committee.
 - Annual Meeting Minutes for October, 20, 2010 passed for approval

Business

- Indianapolis - NCTM National Conference: Geometry - April 13-16, 2011
 - Attending: David Erickson, Lisa Wood, Jim Hirstein, Marcia Anderson, and Melissa Romano
- Affiliates Conference - Denver, CO, July 29-31, 2011
 - Attending: Mandy Bighorn, and president elect -t.b.d.
- Proof of Concept - Electronic module for Integrated Mathematics

David will send out information for meeting in Indianapolis

- Board members responsibilities

Laurie Enbo

- Help with Leadership Conference
- Help with OPI renewal credits, work the Angel
- At the end of conference meet with Science and recommend same concept for next year (read evaluations first)
- Contact Renee to see if she needs a PDA facilitator
- Work on promoting membership

Marcia Welliever

- Complete revisions of MCTM's Program Chair & Local Coordinator for MEA-MFT Convention
- Gather bios of candidates for March newsletter
- Give names of nominees to Angel for ballots
- Work with Jim to transition the job of election chair to him for next year

Lisa Wood

- NCTM rep; look at job description policy and procedures that surround it
- Apply for \$3,000 grant with the help of Lisa Scott
- Fill out information for NCTM for annual report and conference
- As membership chair contact overdue members and members with missing information
- Contact elementary schools about memberships after looking at email from Mandy
- Contact 2 year membership winners
- Contact Cliff regarding repayment for printer from Great Falls per Santee
- Add line for Karin Longhart Memorial on Tri-fold
- Look into MCTM cooperate Sponsors for MCTM math contest, or grants
- Contact Darlene Rector to see if she needs help finding a site location for PDA this summer

Marica Anderson

- Lesson plans for March newsletter
- Contact assistant superintendent to push members to attend PDA's
- Encourage more membership participation

Jim Hirstein

- Work with Marcia on the elections committee on responsibilities
- Look at MCTM newsletter and research
- Check email from Nov. 19th for newsletter
- High school lesson for May newsletter

David Erickson

- Request email from board members of their supervisor /thank you'
- Lesson plan for high school for Jan. newsletter

- Send Lisa Wood the Region 1 members update for membership list
- Notify the two year PDA winners, send certificates
- Send Lisa Scott the SIMMS contract
- Talk with Chip Rhinehart about \$1,000 will to loan him to be repaid in two years
- Send draft language for scholarship for the Karin Longhart Memorial scholarship
- Print out OPI credit forms for Laurie
- Contact SIMMS committee for meeting with Kendall Hunt

Mandy Bighorn

- Email principal information with school address to David
- Submit elementary lesson plan for March (primary)
- Submit October minutes for Board meeting and Annual meeting to Tony
- Email Board Jan. minutes to David
- Make policy change (5.3.1) and email to Tony to post on website
- Email Lisa Wood on ideas to help market elementary teachers/principals for MCTM membership
- Check on email list for MCTM newsletter

- Other

The next MCTM board meeting will be on Friday and Saturday, June 10 and 11, 2011.

Meeting adjourned at 3:50 p.m.