

# MCTM Procedures Manual

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The current members of the MCTM Board of Directors (June 2008):

<b><u>Board Member</u></b>	<b><u>School</u></b>	<b><u>Position</u></b>
Lisa Wood	Billings Senior High	President
Lisa Scott	Billings Public Schools	Past-President/NCTM Rep.
David Erickson	University of Montana	Director
Kathy Hill	Bissell School	Director
Renee Floyd	Hot Springs Schools	Director/Secretary
Terri Dahl	Great Falls High School	Director
Carl Anderberg	Capital High School	Director
Marcia Welliever	Billings Public Schools	Director
Vern Schlepp	Miles City High School	Director
Laurie Enebo	Glasgow Public Schools	Director
Pam Koterba	Winifred Public Schools	Membership Chair
Cliff Bara	Troy High School	Treasurer

# Duties for MCTM President

(January, 2007)

## **Year 1: PRESIDENT ELECT**

This is a year to be spent observing, learning, and taking notes of timelines and duties. Become familiar with the By-laws, Policy and Procedure manuals. Read the minutes from the previous year(s). Attend Board meetings, NCTM annual meeting, and any others as directed by the President.

## **Years 2 and 3: PRESIDENT**

It is difficult to anticipate all the duties that will be required. Make good use of Board members and appoint good committee chairs. Use the Past President for advice and suggestions. Keep people fully informed and involve everyone on the Board in the decision process as much as possible. Make expectations clear, follow up on your own obligations and run the meetings in an orderly fashion.

### **Board Meetings**

1. Develop the agenda about a month in advance. Some items will be requests from Board members and others; others are standing items. It is helpful to list the names of the people responsible for agenda items on the agenda so that they can be prepared. Send agendas to all Board members. An agenda should also be sent to any guest who will be attending the meeting.
2. If necessary, make arrangements for accommodations and meals.
3. Begin the meeting promptly so that adequate time may be given to all agenda items.
4. At the close of the meeting, ask each member to read the tasks they are to do. Set the next meeting date.
5. The Secretary will send a copy of the minutes to all board members to review prior to the next board meeting.

### **Special Tasks for Board Meetings**

1. The Chair of the Nominations Committee will call with the election results in April. It is the President's responsibility to call those who were running with congratulations or condolences. Send a letter to the incoming Board member's administration congratulating them on having such a fine teacher on their staff and letting them know that the person will miss some school because of MCTM duties. Prior to the first meeting after elections (usually May or June), order name tags for the new members.
2. A new Secretary may have to be appointed at the first meeting after elections. A suggestion is to choose someone who has completed one year on the board and who will serve for two years.
3. Following the first Board meeting after elections, send letters of appreciation to retiring members and to their administrators.

### **Annual Meeting**

1. Order all the plaques to be given during the annual meeting. These may include past board members, past committee members, past site contest directors, Dean Preble Award winners, etc.
2. Allow time for members to meet with their region director. This may be done at the beginning of the meeting while everyone is eating lunch. Ask members to share their ideas and concerns. Ask each region director to take notes and give them to the President. Compile the notes and bring them to the next board meeting for discussion.
3. This meeting is open to all membership and is held in conjunction with the fall convention. Be sure the Program Chair schedules a time for it in the program. Try to schedule the meeting in a

- library, choir room or band room. A gymnasium is not recommended. It is a two hour meeting usually held at noon on Thursday.
4. Introduce the Board members. Ask for reports from the Treasurer, Membership Chair, Contest Directors, Nominations Committee, Teacher Scholarship Committee, and other MCTM project directors. Give recognition to Convention Chairs for their work. Ask for announcements that those in attendance may wish to make. As President, act as a moderator for this meeting. Recognize outgoing Board members, Dean Preble Award winners, Presidential Awardees, Teacher Scholarship recipients, and any others receiving special awards.
  5. Ask for a vote from the membership for any policy changes, if necessary.

### **Other Meetings**

The MCTM President is frequently asked to serve on a variety of committees and/or to attend meetings. It is not possible to attend everything. Decide which require MCTM's presence. Decide whether the President needs to attend or a representative. Call on the President-Elect or Past-President(s) when possible. If they are not available, Board members and Committee Chairs may be asked to attend. Choose a representative who may have expertise or a special interest in the topic of the meeting. The President must serve on any MCTM grant's Executive Committee. In all cases, reports on such meetings should be made to the Board.

### **Committees**

1. A year in advance of the fall convention, appoint a General Chair and a Program Chair.
2. A year in advance of the Leadership conference, appoint a new General Chair to work with the General Chair continuing from the current year.
3. Appoint a Nominations Committee in May. Ideally the same committee should be in place for two years.
4. As necessary, appoint members to replace a retiring member of other committees and directors of contests, etc.
5. A temporary committee may be appointed for special projects such as writing position papers or MCTM clothing.

### **Writing Letters of Support**

The President is often asked to write letters of support for grant proposals. Gather as much information as possible before doing so. Ask what part or commitment MCTM will have should the grant be funded. If in doubt about supporting the proposal, contact Board members.

### **Other Duties**

1. The President writes a message for each Montana Mathematics issue. The column is due about a month before publication of each issue.
2. Order plaques (or other gifts) for outgoing Board members about two months before the fall convention. Also order any special awards.
3. Work with OPI, the Governor's office, the Executive Director of the State Board of Education, the education committee chairs for the House and the Senate, the State PTA, and MSBA as needed. Send letters each year offering these people an honorary MCTM membership which includes newsletters.
4. Facilitate e-mail conversations with the members of the Board.
5. Work with SIMMS committee on related issues.

**Year 4 – PAST PRESIDENT**

The Past-President does the bidding of the President. Serve in any way needed including being a confidante and supporter of the President. Finish up any special projects. Some Past-Presidents have been helpful in seeking future presidential candidates.

**Year 5 – NCTM REPRESENTATIVE**

See procedure on this role.

# Duties for BOARD OF DIRECTORS

(January, 2007)

## Years 1-2-3 BOARD OF DIRECTORS

Board members are required to attend all Board meetings and represent mathematics educators in their regions and grade bands. During their three year term, Board members should 1) become familiar with the MCTM By-Laws, Procedures Manual and Policy Handbook, 2) keep informed about the state of mathematics education nationally and locally, 3) attend any meetings directed by the president, 4) serve on at least one committee and 5) promote membership and involvement in MCTM.

### Responsibilities:

1. Keep the MCTM notebook with the following items.
  - a. List of Directors and contact information
  - b. MCTM Committee Members
  - c. List of current MCTM members and region map
  - d. Mission Statement
  - e. Bylaws
  - f. MCTM Policy Handbook
  - g. MCTM Procedures Manual
  - h. Board Minutes (last 3 years)
  - i. MCTM Budgets and Financial Reports (last 3 years)
  - j. MCTM Newsletters (last 1 year)
  - k. MCTM Tri-fold brochure (last 2)
  - l. MCTM Projects (PDA, MCTM Math Contest, SIMMS, MLC, Leadership, STARS, MEA/MFT Conference, Scholarships, Awards, History of MCTM, Computer Inventory, etc.)
2. Read the minutes of the past board meeting and send requests for agenda items to the President.
  - a. New directors should read at least the past two years of board minutes.
3. Keep track of the tasks responsible for completing and complete them in a timely manner.
4. Facilitate a regional discussion and report during the Annual Meeting.
5. Serve on at least one committee and attend other meetings when requested.
6. Take part in e-mail conversations with the members of the board.
7. Submit articles and information for the Montana Mathematics newsletter as requested.
8. Write a welcome to new members for your region.
9. Communicate with regional members.
  - a. Obtain new/renewal members for your region.
  - b. Put e-mail addresses into an address book (or obtain address book from past regional director).
  - c. Personally thank new and renewal members for their membership.
  - d. Communicate with membership on a regular basis (at least once a month).
    - i. Send regional members upcoming/new information and opportunities occurring in MCTM and NCTM (i.e. scholarship monies).
    - ii. Poll members for information such as happenings in schools, new activities, ideas for instruction, opinions, etc. (May use the information to write an article for the newsletter.)
    - iii. Send reminders to renew membership before the expiration date.
10. Make nominations for the Dean Preble Awards and encourage members to nominate.
11. Make nominations for director positions to the nominations committee.

# Duties for MCTM Treasurer

## I. INITIAL RESPONSIBILITIES

(January, 2007)

After being selected as MCTM Treasurer, the new Treasurer should:

- A. meets with the immediate Past-Treasurer to
  - i. become acquainted with the record-keeping structure of MCTM
  - ii. transfer the financial records of MCTM and
  - iii. transfer the MCTM equipment and software assigned to the Treasurer.
- B. contact First National Bank, Troy, to
  - i. complete a signature card (This will need to be done with the assistance of the MCTM President) and
  - ii. notify bank of mailing address.
- C. contact the Fiscal Officers of any MCTM projects to
  - i. obtain a copy of the most current project financial report
  - ii. establish lines of correspondence with Fiscal Officer(s) and
  - iii. notify said Officer(s) of mailing address.
- D. contact the MCTM Investment Chair to
  - i. establish lines of correspondence with Investment Chair and
  - ii. notify Investment Chair of mailing address.

## II. ANNUAL RESPONSIBILITIES

- A. At the end of each MCTM fiscal year (1 Jan through 31 Dec), the MCTM Treasurer needs to complete the following tasks:
  - i. provide all pertinent records to the accountant for preparation of taxes (form 990)
  - ii. provide the auditor with all materials (statements, summary of activity, bank records, etc.) for the annual audit, if necessary
- B. Before the annual MCTM General Meeting in October, the Treasurer will prepare a summary of financial activity since the last general meeting and present summary to general membership.
- C. At the end of each calendar year, the Treasurer must file W-2 forms for any employees and 1099 forms for all stipend payments or royalties paid to non-employees. These forms are filed with the appropriate transmittal form(s) to the IRS and copies are sent to the state revenue department. Copies of W-2 or 1099 forms must also be sent to the recipients of payments by the deadline indicated.

It should be noted that since travel and per-diem are always paid on a per trip/per mile/per day/per meal basis, the amounts for which individuals are reimbursed for those expenses is not reportable.

## III. QUARTERLY RESPONSIBILITIES

- A. If MCTM employs individuals who are not working for one of the grants associated with MCTM, the Treasurer must complete the following reports for employee salaries and taxes by the deadlines indicated on the reports:
  - i. THE IRS 941 FORM.
  - ii. THE MONTANA REVENUE DEPARTMENT WITHHOLDING FORM
  - iii. THE MONTANA STATE FUND WORKERS' COMPENSATION FORM

**iv. THE MONTANA UNEMPLOYMENT TAX FORM**

- B.** If applicable, the Treasurer must obtain a semi-formal report from all Grant Fiscal Officers.

**IV. MONTHLY RESPONSIBILITIES**

- A.** The MCTM Treasurer must reconcile the checking and savings accounts with the bank statement, being certain to record any bank charges or interest.
- B.** The Treasurer must pay employees, including fringe benefits, and all bills and expense vouchers.
- C.** The treasurer must make the appropriate claims against any ongoing grants in order to cover salaries and expenses.

**V. RESPONSIBILITIES FOR MCTM BOARD MEETINGS**

- A.** The Treasurer must prepare an up-to-date report to be presented to the MCTM Board of Directors. This report should contain a current table of account balances, a description of recent activities, and issues of interest to the treasurer that require the Board's consideration.
- B.** The Treasurer should obtain a report from the investment chair.

**VI. OVERALL RESPONSIBILITIES**

- A.** The Treasurer is responsible to maintain a checking account with sufficient funds to meet the operating expenses of MCTM.
- B.** The Treasurer is responsible for issuing checks for MCTM expenses approved by the MCTM Board of Directors. All checks require two signatures. Checks must be signed by the Treasurer and the President.
- C.** The Treasurer must request appropriate documentation before any check is issued. Checks will only be issued for Board approved expenditures. Appropriate documentation includes but is not limited to the following:
- i.** a completed MCTM Expense Form
    - a.** requests for expense reimbursements for anything other than mileage and meals must be accompanied with appropriate receipts
    - b.** mileage and meals will be reimbursed at the current state rate
  - ii.** an invoice from an approved vendor or
  - iii.** a statement from the MCTM President, requesting funds.
- D.** If at any time the balance in the MCTM checking account exceeds \$50,000, the MCTM Board of Directors must be notified.
- E.** When payments have been made, the Treasurer must complete the following tasks:
- i.** sends checks, with completed stubs, to the MCTM President for the second signature
  - ii.** debit the appropriate account in the MCTM budget and

- iii, file the original invoice, expense form or letter, with a record of the check, in the MCTM permanent files.
- F. When funds are requested for grant related expenses or items which may be grant related, the Treasurer must submit those requests to the Grant Fiscal Officer(s) for payment from either direct or indirect grant funds. If the Fiscal Officer(s) determines that the expense is not related to the grant, the request will be returned to the Treasurer for payment.
- G. All funds received by MCTM must be recorded in the proper budget category and deposited in the MCTM account. A record of the deposit must be placed in the permanent records of MCTM.
- H. Active budget categories should be approved by the MCTM Board of Directors. Current (Jan 2007) active categories are:

**INCOME:**

- SIMMS Royalty
- MCTM Income
  - MLC Loan Payment
  - Scholarship Refund
  - MCTM Clothing
  - Travel Reimbursement Donation
  - BITL Grant
  - Interest/Investment
  - Endowments
  - Workers Comp. Premium Refund
  - Internal Transfer
  - Scholarship Donation
- Conference
  - Long Range Planning Conference
  - STARS
  - PDA
  - NCTM Regional Conference
  - State Leadership Conference
  - MEA Fall Conference
  - MCTM Booth
- Math Contest
- Membership Dues
- Legacies & Bequests
- Misc. Income

**EXPENSES**

- MCTM Expense
  - Investment
  - SIMMS Revision – 3<sup>rd</sup> ed.
  - SIMMS Blitz 2006
  - MAPA
  - Contest



- Math Contest
  - Writer Stipend
  - Supplies
  - Phone
  - Test Writing Meeting
  - Substitute
  - Copies
  - Software
  - Certificates
  - Food
  - Postage
- Writing Contest
- Scholarships
  - Dean Preble Memorial
  - Student Scholarship
  - Teacher Scholarship
- Treasurer's Salary
- Audit
- Equipment
- Donations
- Election Committee
  - Postage
  - Printing
- Membership
- Conference Expense
  - STARS
    - Long Range Planning Conference
    - Professional Development Academy
      - Technology
      - Books
      - Parking
      - Food
      - Mailing
      - Supplies
      - Lodging
      - Meals
      - Travel
      - Presenter fee
  - NCTM Conference
  - National Leadership Conference
  - State Leadership Conference
  - MEA Fall Conference
- NCTM Membership
- Computer Services
- Board Expense
  - Awards
  - Gifts
  - Postage

- Board Meeting Room
- Board Lodging
- Board Meals
- Board Travel
- Deposit Box
- Substitute pay
- Taxes
- Supplies
  - MCTM Clothing
  - Marketing
  - Office
- Newsletter
- Telephone
- Insurance
  - Disability Insurance
  - Liability Insurance Bank
- Service Charges Unemployment
- Insurance Program Conference
- Registration
- Dues and Subscriptions
- Equipment Rental
- Licenses and Permits
- Misc. Expense
- Office Supplies
- Payroll Expense
  - Officer salary
- Postage and Delivery
- Printing and Reproduction
- Professional fees
  - Accounting
  - Consulting
  - Legal Fees
- Repairs
  - Building Repairs
  - Computer Repairs
  - Equipment Repairs
- SIMMS Royalties
- Travel & Ent
  - Entertainment
  - Meals
  - Travel

- I.** Treasurer should note the following federal and state tax identification numbers:
- Federal Tax ID #: 81-6031800
  - Montana Tax ID #: 075128

## **Duties for MCTM Secretary**

(January, 2007)

The Secretary's duties include the following:

- I.** Attend all Board meetings.
- II.** Submit the old minutes to directors prior to meeting, and ask for corrections.
- III.** Type the minutes for the meeting and read any motions.
- IV.** Send the finished minutes to the President and Board of Directors.
- VI.** Write a summary of Board meetings for the Newsletter
- VII.** Update and revise as needed the MCTM By-Laws, Policy and Procedures Manuals
- VII.** Send approved minutes to webmaster

## **Duties for MCTM Membership Chair**

(June, 2007)

- I.** MCTM provides a computer, printer and appropriate software for the Membership Chair.
- II.** The membership list must be updated weekly as new memberships and renewals come in. The checks, which arrive with membership, are sent to the Treasurer. The membership list consists of the name, address, teaching level, expiration year and region of each member. Members allowing their membership to lapse are kept on the list for two years, and reminders are sent. (These members do not receive the ballots or newsletters.) After two years, their names are removed from the membership list.
- III.** Membership applications must be available on the MCTM website and as needed - at conventions, workshops, teacher education classes, etc. The Chair is responsible to keep applications in stock and reprint applications as needed. Cliff Bara orders the tri-fold applications and will supply the membership chair with copies.
- IV.** Membership lists must be sent to Board members regularly and a membership report must be sent to the January Board meeting. Membership lists must be ready for new Board members at the spring meeting. Other lists are done as requested.
- V.** Membership lists are sent to the Lisa Scott by the tenth of each of the following months, August, November, January, March and May. The printers will make the labels.
- VI.** After the spring board meeting send a membership list to the nominations chair.
- VII.** A membership drive begins each September 1<sup>st</sup> and continues until the Leadership Conference. A list of new members as well as lifetime or ten year members must be kept. A member is

chosen at random from this list at the Leadership Conference to receive a free trip, up to \$1500, to the national math convention.

- VIII.** Each February the membership chair will email renewal reminders with the application form attached to overdue members. If they do not renew by July they will be moved to the past due list. This list needs renewal reminders as well. After two years on the past due list, members will be dropped.
- IX.** A membership report is given at the yearly MCTM meeting at the fall MCTM/MEA convention in October. Questions about membership can be answered then. Other questions must be responded to as they come in.

### **Sample Renewal e-mails:**

Hello, my name is Lisa Wood and I am the membership chair for MCTM. Your membership expired on December 31, 2006. I hope that you are interested in renewing. I am attaching the form for renewal, which has instructions on how to renew. The form can also be downloaded from our website at [www.montanamath.org](http://www.montanamath.org). Please contact me if you have any questions. Thanks.

Lisa Wood

Jennifer,

Hello, my name is Lisa Wood and I am the new membership chair for MCTM. Your membership expired in 2006 and I was wondering if you are interested in renewing. I am attaching the form for renewal, which has instructions on how to renew if you are interested. The form can also be downloaded from our website at [www.montanamath.org](http://www.montanamath.org). If you are not interested in renewing please drop me a line so I can remove you from our list to remind to renew. Thanks.

Lisa Wood

Hello, my name is Lisa Wood. I am the membership chair for MCTM. Your membership expired in either 2004 or 2005. I am clearing up the past due membership list and would like to move your name to the current membership list. If you would like to continue being an MCTM member, please send your membership form to me. I have attached a form. It can also be found at [www.montanamath.org](http://www.montanamath.org). If I do not hear from you by August, I will drop you from the list. Thank you for your attention in this matter. Have a wonderful summer.

Lisa Wood

# Duties for MCTM NSF Grant Fiscal Officer

## I. STARTUP NECESSITIES

- A. The grant director(s) must first provide the fiscal officer with a copy of the signed agreement and budget with NSF. This will assign the grant an NSF number. The grant director(s) must review the budget with the fiscal officer to clarify procedures and to estimate timing on the expenditure of funds.
- B. A revised NSF Grant Policy Manual should be obtained from NSF. This contains forms that can be Xeroxed off for setting up bank electronic transfers and for requesting funds.
- C. The MCTM federal tax identification number (TIN): 81-6031800 and the MCTM state tax identification number: 075128 should be noted.
- D. The fiscal officer needs to be on a mailing list for quarterly IRS 941 forms, Montana Dept. of Revenue monthly forms, State Fund Workers' Compensation forms, and Montana Unemployment Tax quarterly forms, and needs to request an IRS Federal Tax Deposit Coupon Book with the MCTM name, appropriate address, and TIN. For MCTM employees, 1-9 forms and W-4 forms must also be on hand. IRS guidelines and federal and state withholding tables must be obtained.
- E. An interest-bearing checking account at an authorized bank must be set up and the bank must fill out the NSF forms for electronic transfer of funds. Some banks will not let one open an account until funds are received. One can deposit \$1 to set up the account so that it will be ready for NSF funds. For assistance in record keeping, checks with self carbons are recommended. For large grants, all checks must require two signatures: the grant fiscal officer's and a project director's. The bank will require that papers be signed by all those who will be co-signers of the checks.
- F. Funds to cover anticipated expenditures for the first month must be ordered from the appropriate grant accountant at NSF with the Request for Advance or Reimbursement form filled out completely (as per an Advance). The request can be faxed or preferably sent by e-mail. No form is needed for this, just include all information on the request. These funds will be electronically transferred in about three to five days if sent by e-mail, and one to two weeks if faxed. Some banks notify the customer when wire transfers are received, but others do not. One must be certain to check with the bank before writing checks against the funds expected.
- G. Forms to be used for payment authorizations should be ordered.
- H. The contract between the fiscal officer and any other MCTM Grant employees and MCTM should be signed by this time, with one copy to the fiscal officer, one to the MCTM president, and one to the grant director(s).
- I. A spreadsheet or accounting package must be designed to track all grant expenditures according to NSF categories. Usually subcategories are also necessary to detail expenses. It is recommended that individual payments be recorded in one portion of the spreadsheet.

and that a summary of expenditures in appropriate three column form (amounts budgeted, expended, and remaining) for printing reports be in another area of the same spreadsheet and set up so that this portion is automatically updated as any individual entry is made. NSF requires this three column record keeping and reporting. A copy of the spreadsheet template containing formulas should be saved for additional grant year formats.

- J.** For future reference, an ongoing tally must be kept of bank records and any checks not cashed within a reasonable amount of time (three to six months) be tracked. In any audit, the bank balances must agree with the fiscal officer's balances.

## **II. PAYMENTS**

Only the grant director(s) may authorize payments. The fiscal officer does not have that authority. When a payment is made, the check number and date should be noted on the payment authorization or on the bill. Receipts are required for hotels, airline travel, postage and telephone reimbursements, and supplies. Travel and per diem are generally paid at state rates. Funds paid to the universities are based upon contractual agreements between MCTM and the universities. The fiscal officer must have copies of these contracts and also copies of the contracts of MCTM grant employees. Payments must be made in a timely manner.

## **III. REPORTS TO PROJECT DIRECTOR(S)**

The manner in which records are kept and payments are made must be acceptable to the grant director(s). It is the responsibility of the fiscal officer to adequately meet the needs of the grant director(s) to help the grant run smoothly. Copies of updated summary budgets referred to in **II.** above should be sent the grant director(s) on a monthly basis, and/or when requested. If over expenditures occur in any category, that must be brought to the attention of the director(s). Funds can sometimes be shifted from one category to another or from one grant year to another, due to an OPAS agreement between NSF and MCTM. The conditions for such a transfer are dictated by NSF regulations and are decided upon by the grant director(s) and MCTM representatives. At the end of each grant year, a final summary budget must be prepared that shows precisely where excess funds remained. At the end of the entire grant, each summary budget, together with a compiled budget for the entire grant, clearly showing budgeted amounts, expenditures, and amounts remaining in each NSF category must be prepared. If any excess funds remain, a final check to NSF should accompany the final report and the bank must then be notified that this last check will close out the account. Most banks will not have a service charge for the last month.

## **IV. RESPONSIBILITIES REGARDING MCTM**

- A.** The grant fiscal officer must keep records in accordance with MCTM guidelines and provide MCIM officers with information as requested. It is recommended that grant records be retained a minimum of five years after the grant has been completed. Within one month of the end of MCTM's fiscal year, a written report must be given to the MCTM treasurer detailing expenditures for the previous fiscal year.
- B.** There can be as many as four different year ends involved: MCTM's (5/31), NSF's (9/30), IRS'S (12/31), and the Grant's (usually associated with academic years). Ongoing computer budgets must be kept for grant years, with a printout and spreadsheet

annotation retained for MCTM fiscal year ends. Receipts and payment vouchers might be grouped according to either grant years or calendar years. If there are numerous 1099 payments, it is helpful to keep those vouchers separate and in calendar years. Refer to part VI. for tax reporting responsibilities. Usually funds for upcoming years are made available at the end of NSF's federal fiscal year.

- C. The fiscal officer should reimburse MCTM for indirect costs as they are billed and advise MCTM as to which costs are direct.
- D. Since NSF guidelines require that an A-133 Audit be done either annually or semi-annually, the fiscal officer, at the direction of the MCTM Board, must arrange for that audit and have grant records in order for it. Bank records, NSF quarterly reports, MCTM fiscal year budget summary and budget summaries, payment authorizations, contracts, and full copies of the accounting spreadsheets, showing individual entries, must be supplied, either in hard copy form or on a disk. The cost of this audit can be considered a direct or indirect cost.
- E. As part of the NSF requirement and for MCTM safeguards, the fiscal officer must be bonded. The cost for this bonding can be a direct cost.

## **V. REQUESTING FUNDS AND REPORTING INTEREST AND EXPENDITURES TO NSF**

- A. NSF allows recipients to have on hand no more than one month's expenses, therefore, funds need to be ordered on a semi-weekly or monthly basis to cover anticipated expenditures. This is done on the request forms referred to in I.F. and is sent directly to the NSF grant accountant assigned to Montana. The precise address is provided by NSF and is also contained in the quarterly reports. NSF grants to date have been funded with advances, not reimbursements. This simplifies the filling out of the lower part of the NSF form and allows payments to be made in a timely manner.
- B. Bank interest paid must be sent to NSF on a yearly basis in the NSF quarterly report. At present, recipients are allowed to keep \$250 in interest to help cover bank expenses.
- C. Approximately two to three weeks after the end of each quarter, NSF sends a Federal Cash Transactions Report to be completed by the fiscal officer. Details for filling out this report are given in the NSF manual referred to in I.B. The primary purpose is to list expenditures and receipts for the quarter just ended. Amounts listed from previous quarters should agree with the fiscal officer's records. Two copies of this report are sent to the NSF grant accountant for Montana at the address indicated on the form no later than the date indicated on the form. Another copy must be retained for audit records. A more streamlined, quarterly report can be requested and sent via e-mail (special forms received via e-mail). If report is e-mailed, the written report need not be mailed, but should be kept for records.

## **VI. TAX REPORTING**

- A. It is imperative that all salary and non employee compensation payments made by MCIM, whether associated with the grant or not, be reported by a single individual. The

address for all correspondence with the IRS, including the 990 form, should be the one for that individual. That individual will most likely be the grant fiscal officer. The IRS guidelines must be adhered to in deciding whether an individual is an employee or a private contractor. The fiscal officer is an employee. Forms to be filled out by employees are indicated below. Non employees who receive stipends in any amount from the grant must supply their social security number before receiving a stipend.

- B.** Employees are subject to withholding tax regulations for social security, Medicare, and federal and state income taxes, and Workers' Comp. Fund. To this end, the fiscal officer and each other employee must complete 1-9 forms and yearly W-4 forms. Social security, Medicare, workers' comp, and unemployment taxes must also be paid as fringe for each employee. Social security, Medicare, workers' comp, and unemployment taxes are specified on the forms to be filled out. Amounts withheld for federal and state income taxes are determined by federal and state rates, as per the number of exemptions listed on W-4 forms. Federal and state agencies supply employers with updated tables yearly.
- C.** Anytime that the amount due to the IRS for social security and withholding is \$500 or more, those funds must be paid to the IRS within three banking days of the debt. This is done with a tax deposit coupon referred to in I.D. and is deposited in the bank in which the account is held. The check is made payable to the bank, but the MCTM TIN must also be on the check and the coupon must be filled out in pencil, otherwise the computer cannot read it.
- D.** The following quarterly reports must be filled out for employee salaries and taxes by the deadlines indicated on the reports:

  - (1) THE IRS 941 FORM. This is mailed to the fiscal officer at the end of each quarter. If it is not received, a blank form is available from the IRS. If the total tax debt to the IRS for the quarter is less than \$500, that tax is paid with the 941 form.
  - (2) THE MONTANA REVENUE DEPARTMENT WITHHOLDING FORM. This is mailed monthly, with perforated forms to be sent in each quarter with a check for the amount withheld. MCTM is not required to pay this monthly, due to the small amount of present payments. Part of the Workers' Compensation tax is paid with this form.
  - (3) THE MONTANA STATE FUND WORKERS' COMPENSATION FORM. This is mailed semi-annually, with guidelines specifying what is owed.
  - (4) THE MONTANA UNEMPLOYMENT TAX FORM. This is mailed toward the end of each quarter with percentage of salaries due specified. If the taxable limits are reached prior to the fourth quarter, the form is still to be filled out, showing no taxes due. If there is a temporary cessation of grant activity and no salaries are paid for one or more quarters, but it is known that salaries will begin to be paid again in the near future, these forms need to be sent in showing zero salaries paid. If no MCTM salaries are to be paid in the foreseeable future, there is a slot on each of these forms than needs to be checked, informing the agencies of the cessation of salaried activities.
- E.** At the end of the calendar year, W-2 forms must be filed for all employees, with appropriate transmittal forms for both federal and state offices.



- F.** Also at the end of each calendar year, 1099 forms must be filed for all stipend payments or royalties paid to non employees in the amount of \$600 or more. These forms are filed with the appropriate transmittal form to the IRS and copies are sent to the state revenue department. These must be filed by the deadline indicated. When the number of forms is large, it is recommended that continuous feed forms be purchased and that an accounting package or database be used to print out these forms. If more than two hundred-fifty 1099 forms need to be issued, it must be done by magnetic media.
  
- G.** It should be noted that since travel and per them are always paid on a per trip/per mile/per day/per meal basis, the amounts for which individuals are reimbursed for those expenses is not reportable. It is recommended that employees and 1099 recipients be notified of this when sending year-end tax statements. 1099 recipients should also be advised that their reported stipends are subject to both self-employment taxes and withholding taxes.

# Duties and Timeline for MCTM Nominations Committee

(June, 2007)

Spring      Sept. 1      Oct. 1      Nov. 1      Dec. 1      Jan. 1      Feb. 1

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Chair and committee members selected and notified.

Chair submits brief article to newsletter as to which positions will be open for election.

List of possible nominees sent to Chair.

Chair will delegate whom each committee member should contact. There are at least 2 candidates for each position.

List of members that have agreed to be candidates submitted to board at the Annual Meeting (held during MEA/AFT Convention).

Chairperson mails each candidate a Candidate Information Form.

Candidate Information Forms returned to Newsletter Editor by January 31<sup>st</sup>.

## **Spring**

**Meeting:** Board of Directors will put together the list of board member qualifications, region, grade level needed for the April election.

**Spring -** Contact committee members to nominate potential board members.

**September 1<sup>st</sup>** - Chair notifies the board via email as to the potential board members.

**September 1<sup>st</sup>** - An article is submitted to the MCTM Newsletter (see Fig 1).

**October 1<sup>st</sup>** - The Chair delegates to the Committee members possible candidates who need to be contacted. The committee members will personally write the candidates to run for the board. Use the duties found in the Procedure Handbook to inform the possible candidates. It is recommended when asking a member to run for the Board or for President, not to disclose the other candidates running.

**Mid-Oct (MEA/AFT Convention)** - At least two candidates for each position are submitted to the Board as nominations. Other nominations are asked for from the floor at the MCTM General Session.

**November** - A letter and a MCTM Candidate Information Form are sent to each of the nominees. The Letter will include e-mail address of the Chair and the MCTM Newsletter Editor. All candidates will correspond with the Chair through e-mail. (See Fig. 2 and Fig. 3).

**January** - The Information Forms must be sent to the MCTM Newsletter Editor in January so that these biographies can be published in the March Newsletter, before the election in April.

**Figure 1: Sample of newsletter article**

**MONTANA MATHEMATICS, Continued, Page 7**

**MCTM ELECTIONS**

The MCTM Nominations Committee is now accepting recommendations for the 2008) MCTM elections. The 2008 elections will be for three (3) directors (a director for Region I-Northwestern Montana; an elementary director; a secondary director) for the MCTM Board and for a President-Elect. Board members are required to attend all Board meetings and represent the mathematics educators in their regions. The President-Elect will spend one year working in cooperation with the current President, serve a two-year term as President, and one year as Past-President. Board members will attend 3-5 board meetings; usually October during fall conference, February during Leadership conference, a spring meeting and possibly a June meeting during the Academy. Board members will also serve on at least one committee, submit items for the Montana Mathematics newsletter, and promote membership and involvement in the organization.

If members of MCTM know of anyone, or if they are interested themselves, they should contact the Nominations Committee at the following address or be present at the MCTM general meeting in Bozeman during the MCTM Convention and submit the nomination at that time.

MCTM Nominations Committee  
XXXX, Chair [addressXXX, E-Mail  
address XXXXX] Helena, MT  
[XXXXXX]

**Figure 2: Sample of letter sent to nominees**

Dear Nominee,

Congratulations on being selected as a nominee for the MCTM Board and thank you for agreeing to run. It is dedicated people such as you that make MCTM one of the best affiliate math councils in the United States.

Please complete the attached form, the MCTM Candidate Information Form, by January 15<sup>th</sup> and e-mail your information to the Angel Greenley at [greenleya@billings.k12.mt.us](mailto:greenleya@billings.k12.mt.us) Please email a copy to me as well at [woodl@billings.k12.mt.us](mailto:woodl@billings.k12.mt.us). It is important that you complete this form and get it sent in a timely manner, as the information will be published in the March newsletter. An informed electorate will help keep our organization strong.

Thank you for your time.

Sincerely,  
Elections Chair

**Figure 3: Sample of Candidate Information Form**

**MCTM Candidate Information Form**  
**20XX Elections**

Please include the following information:

Name

Home Address

Region #

School

City

Present Teaching Assignment

Education Background

Teaching Experience

Activities in MCTM

Other Information (activities, awards, organizational memberships, etc.)

What positive traits you will bring to the board.

What role MCTM should take in Montana mathematics.

You can provide the above information as a list or in paragraph form. Thanks!

If you have any questions contact Lisa Wood at woodl@billings.k12.mt.us.

**By: January 15, 20XX**

## Figure 4: Sample Newsletter Article

### IT'S TIME TO VOTE

The bylaws of the Montana Council of Teachers of Mathematics Article III, Section 1 states:

“The membership of the Council shall elect from its members eight (8) directors. The term of office for each director shall be three (3) years. These directors shall be elected in such a way that each of the five regions shall always be represented by at least one representative. The directors shall also be elected in such a way that each level, elementary (K-4), upper elementary (5-8), secondary (9-12), and higher education (13-up) shall be represented by no less than one director at all times. No member of the MCTM may serve more than one elected term unless a time of five years has elapsed between terms.”

It's time to vote for two new MCTM Board of Directors and a President. The ballot is included in this newsletter. The ballot must be received by the elections chair, Lisa Wood, no later than April 15<sup>th</sup>.

Name	Region	Grade Band
Term ends in June:		
Linda Horst	4	5-8
Charles Deisher	5	9-12
Remaining Directors:		
David Erickson	1	13+
Angel Greenley	4	K-4
Jodi Ruff	3	9-12
Jennie Luebeck	3	13+
Lisa Wood	4	9-12
Teri Dahl	2	9-12

A director is needed for the 5-8 grade level and Region 5 needs to be represented. Two directors are necessary to have a total of eight.

When you vote, you will be asked to vote for up to two candidates. You may vote for any two candidates. The votes will be tallied and two new directors will be selected. One candidate must be from Region 5 and one from the 5-8 grade level. Once a director is on the board they “represent” their region and their grade band. Each region and grade band will be represented with at least one director.

# CONFERENCES - ANNUAL GENERAL CHAIR

(May, 2006)

The General Chair will work with the Program Chair and with the Montana Education Association (MEA) on all aspects relating to the convention. This includes attending two planning meetings with MEA. These meetings last one day and are usually in November and May. It is important to stay in regular contact with MEA to make sure things are being done.

A number of the duties, which need to be done, may be assigned to committees. If it is not essential to be living in the convention city, these committees may be organized from teachers in towns that are too small to host the convention. (Examples are the NCTM materials booth and the membership booth.)

The General Chair is responsible for naming Chairs of the following committees:

**Equipment** This committee works with MEA in lining up equipment requests from speakers and insuring the necessary items are present. It may involve some technical support (computers).

**NCTM Materials** This committee is responsible for the sales of NCTM materials at the convention. Go to NCTM's website [www.nctm.org](http://www.nctm.org) under Resources. Click on the Consignment link and then click on the Consignment Agreement Form and print a copy. This form must be signed by the NCTM affiliate in our state; currently, Cliff Bara serves this role (2006). Cliff must sign this form and then send or fax the form to NCTM in order for you to make a consignment request. Consignment materials need to be ordered six weeks prior to the convention. Workers are needed to man the booth throughout both days. A cash box will be needed. The committee must also inventory and return unsold materials and money collected to NCTM after the convention.

**Hospitality** This committee is responsible for setting up and staffing the MCTM hospitality room at the convention. You will need to obtain food and beverage for the morning and the afternoon for both days of the conference. A budget of approximately \$300-\$500 may be used for the food and drink. Sometimes the hospitality room is shared with MSTA. You may want to coordinate with MSTA for ordering food. Contact MSTA President for more details.

**Membership** This committee is responsible for staffing a booth in the display area throughout the convention. Contact the membership chair for an up-to-date membership list. Send new and renewed memberships to the Membership Chair after the convention. Hang up the MCTM Banner at the booth. Get this from the president. Tickets for the membership luncheon will be given out to the first 100 members who come to the booth and request one. You will need to have 100 tickets available to give out.

## Other responsibilities of the General Chair:

- Attend the January MEA/MFT Planning Meeting with the Program Chair
- with the MCTM President and Program Chair, prepare a convention budget to file with MEA
  - Sample Budget:  
**2005 Fall Conference Budget MCTM**

1. Collaboration Fee

\$1000

2. Communication (postage/telephone)	\$ 400
3. Printing Speakers – ribbons	\$ 300
4. Awards and Plaques	\$ 300
5. Membership Luncheon	\$1000
6. Math Contest Dinner	\$ 700
7. Hospitality Room	\$ 500
8. Keynote Stipend	\$1000
9. Keynote travel	<u>\$1000</u>
Total	\$6200

- arrange with a hotel/motel in the convention city for a block of rooms to be set aside for MCTM members
- publish hotel information in the May issue of the MCTM Newsletter (send to Angel Greenley at [greenleya@billings.k12.mt.us](mailto:greenleya@billings.k12.mt.us) ) and post information on the MCTM website [www.montanamath.org](http://www.montanamath.org)
- become familiar, if necessary, with convention site map to assure rooms assigned to MCTM speakers are adequate
- assure that everything is in place for the keynote speaker
- secure hotel reservations for the keynote speaker
- arrange for transportation for out-of-town speakers as needed
- find caterer and organize the MCTM General Meeting and luncheon
  - be sure that the general meeting is in a room large enough for 100 people
  - a budget of approximately \$800-\$1000 may be used for the luncheon
  - schedule the meeting and luncheon on Thursday from 12 PM to 2 PM of the conference and do not schedule any other sectionals during that time
- contact treasurer and president to have check ready to pay caterer at convention
- print flyers for advertising the hospitality room, MCTM General Meeting and luncheon
- be sure 100 tickets for the luncheon are at the MCTM membership booth to give out to members on the first day of the conference by 7:30 AM
- be available to troubleshoot any problems during the convention
- stuff presenter's folders Wednesday night with any specific MCTM information
- make special badges for all MCTM presenters (colored MCTM logo with names printed on card)
- file a final report on the convention to MCTM within a month
- Find and schedule a room for the MCTM Board meeting on Wednesday from 9 AM to 4 PM and notify the president. (Doesn't have to be at the conference site.)

<b>Miscellaneous</b>	<b>Action Taken/Notes</b>	<b>Completed</b>
Prepare convention budget		
Arrange hotel in the convention city for a block of rooms to be set aside for MCTM members		
Publish hotel information in the <b>May</b> issue of the MCTM newsletter		
Secure hotel reservations for the keynote speaker and that all necessary needs are met		
Find and schedule a room for the MCTM board meeting on Wednesday from 9-4		
Find caterer for Thursday luncheon (12-2) and arrange to have meals ready by 11:30.		
Contact treasurer to have a check ready for caterer at the convention		
Print flyers for advertising the hospitality room, MCTM general meeting and luncheon		
Make special badges for all MCTM Presenters		
Stuff presenters folders with pertinent MCTM information		
File a final report on the convention to MCTM		



<b>NCTM Materials</b>	<b>Action Taken/Notes</b>	<b>Completed</b>
Print Consignment Agreement Form		
Send form to Cliff Bara to sign		
Order sampler pack materials 6 weeks prior to the convention		
Have cash box available		
Inventory and return unsold materials and money to NCTM		

<b>Hospitality</b>	<b>Action Taken/Notes</b>	<b>Completed</b>
Contact MSTTA president regarding sharing a hospitality room.		
Reserve hospitality room by putting in an application to present into MEA Program Chairs		
Purchase food and beverages for the 2 days of the conference (juice, pop, water, coffee; plates, forks, napkins; muffins, appetizer food). Coordinate with MSTTA, if applicable		
Staff room for both days		
Set up hospitality room		

<b>Membership Booth</b>	<b>Action Taken/Notes</b>	<b>Completed</b>
Contact membership chair for an up-to-date membership list		
Find workers to man the booth throughout both days of the conference (include all grade levels)		
Hang up MCTM Banner		
Have 100 raffle-style tickets at the booth		
Send new and renewed memberships to membership chair after the conference		

<b>Equipment Committee</b>	<b>Action Taken/Notes</b>	<b>Completed</b>
<b>Presenter:</b>		
<b>Equipment Needed:</b>		
<b>Presenter:</b>		
<b>Equipment Needed:</b>		
<b>Presenter:</b>		
<b>Equipment Needed:</b>		
<b>Presenter:</b>		
<b>Equipment Needed:</b>		
<b>Presenter:</b>		
<b>Equipment Needed:</b>		
<b>Presenter:</b>		
<b>Equipment Needed:</b>		

# CONFERENCES - ANNUAL PROGRAM CHAIR

(May, 2006)

**The function of the program chair is to secure presenters for the fall conference. The position is a three year commitment - the first two as actual Chairman of the Program for MEA, the third as a mentor to the new Program Chair. Mentor responsibilities include attending the two MEA planning meetings and being available for questions throughout the planning for that year.**

## Suggestions:

- Aim for approximately 100 presentations
- Sectionals should equally address elementary, middle school and high school.
- The keynote speaker should address a K-12 audience. Try to schedule the keynote speaker on Friday Morning.

## General Time Line:

**November** -Begin the search for a keynote speaker. Budgeted amounts should cover travel and accommodations plus any honorarium required. A budget of \$1000 for a stipend and \$1000 for travel may be used. Often times, the keynote is shared with MSTA. Contact MSTA President for more details.

-Attend MEA/MFT Planning meeting at the host city. All presenters will submit an application on-line at <http://www.mea-mft.org/edcon/>. No paper applications are necessary. Be sure to share this information with potential presenters.

- with the MCTM President and General Chair , prepare a convention budget to file with MEA
- Sample Budget:

### **2005 Fall Conference Budget MCTM**

1. Collaboration Fee	\$1000
2. Communication (postage/telephone)	\$ 400
4. Printing Speakers – ribbons	\$ 300
4. Awards and Plaques	\$ 300
5. Membership Luncheon	\$1000
6. Math Contest Dinner	\$ 700
7. Hospitality Room	\$ 500
8. Keynote Stipend	\$1000
9. Keynote travel	<u>\$1000</u>
Total	\$6200

- Request additional rooms if needed. This may include a room for the hospitality room and the luncheon. The luncheon room should be big enough for 100 people.
- January**
- Request a booth in the exhibit area for the NCTM materials and request a separate booth for MCTM membership.
  - Begin contacting potential presenters. Email is a good way to do this – gets better response than a regular letter. Check with MCTM directors to Email the MCTM members.
- February**
- Check with the MCTM President and Math Contest Director (Linda Horst at [horstl@billings.k12.mt.us](mailto:horstl@billings.k12.mt.us)) for their meeting needs within the conference.
  - Attend Leadership Conference to assist in promoting presentations and attendance at the fall conference.
  - Keynote presenter should be lined up. Get a biography and picture as well as title and description of the presentation.
  - Write an invitation to present to be published in the March MCTM newsletter (Send this to Angel Greenley at [greenleya@billings.k12.mt.us](mailto:greenleya@billings.k12.mt.us)) and post the invitation on the MCTM website [www.montanamath.org](http://www.montanamath.org).
- March**
- Follow up on any potential speakers who have not submitted a proposal.
- April**
- Submit on-line presenter forms for luncheon, hospitality room, new teacher breakfast (this is Friday at 8 AM) and the keynote.
- May**
- Deadline for speaker proposals.
  - Attend MEA-MFT scheduling meeting at host city.
  - Schedule the presenters so there is at least one elementary, one middle school and one high school presentation each hour.
  - Schedule the meeting and luncheon on Thursday from 12 PM to 2 PM of the conference and do not schedule any other sectionals during that time
  - Submit keynote biography and picture with a presenter form. Schedule keynote on Friday morning.
  - Submit current MCTM membership information and Board of Directors.
  - Schedule any special events (MCTM luncheon, hospitality room, MCTM general meeting, etc.).
- June**
- MEA/MFT will send a copy of the program to you, plus a copy of each presenter's information to them for proofing.
- October**
- Go to convention, relax and enjoy it!
- November:**
- Send thank-you note to keynote speaker.

# NCTM Regional Conference - Responsibilities

## General Chair(s)

June, 2007

1. Appoint Chairs for each committee and assign responsibilities. The possible committees are:

Program	Hospitality
Membership	NCTM Educational Materials
Publicity	Reception and Meal Function
Registration	Signs and Printing
Special Needs	Student Hosts
Equipment and Supplies	Workshop Support
Student Exhibits	
2. Provide a list of Committee Chairs with both home and school addresses and phone numbers to the Conventions and Conferences Committee Representative from NCTM no later than two months before the Planning Meeting.
3. Assume or delegate the responsibility to generate support from school administrators for the conference for the entire region.
4. Insure the local expense budget is not overspent by preparing a budget and an accounting system.
5. Provide a listing of local companies who may be interested in exhibiting their materials to the NCTM Reston Headquarters Office.
6. Provide liaison between the conference committees and the NCTM Conference Services Committee (CSC) Representative.
7. Keep the CSC Rep. informed of the progress of the meeting by supplying regular and timely progress reports.
8. Send all materials to the CSC Rep. by the established deadline dates, including program manuscript and News Bulletin copy input.
9. Make arrangements for the NCTM President to bring greetings and introduce the official NCTM representatives and Committee Chairs to the conference at the Opening General Session.
10. Three months prior to the meeting, supply a list of those people (usually Committee Chairs) desiring to receive complimentary registration to the NCTM Reston Office.
11. Advise committee members that they may register at the member rate.
12. Prepare those parts of the program booklet which are not prepared by the Program Committee or the Reston Headquarters Office (announcements, committee members, ...)
13. Develop a list of events and sessions that use copyrighted music and file it with NCTM.

14. Review Staging Guide as prepared by the Reston Headquarters Office for corrections, additions and deletions, seeing that listed requirements and schedule meet the needs of committees. Solicit input from all Committee Chairs.
15. Make arrangements for and invite all Committee Chairs, CSC Rep., NCTM Headquarters Office staff rep., and NCTM President to a pre conference meeting prior to the opening of the conference. This meeting is held for the purpose of coordinating all details and responsibilities, reviewing any last minute Staging Guide changes, and answering committee questions and report on the committees' state of readiness, last-minute problems which need to be addressed, and requests for assistance.
16. Coordinate planning and on-site administration of duties of all committees, including speaker cancellations, registration, signs and equipment, and workshop tickets, as well as coordinating committee follow-through of Staging Guide requirements. Alert Chairs to the need for additional workers to assist in final preparation and setup.
17. See that a program supplement is typed and prepared for distribution at the conference registration desk. Items which might be included are program changes, exhibitors list as provided by Reston, maps of facilities, and any special notices of interest to attendees.
18. Prepare the final report and forward it to the CSC Rep. as soon as possible after the conference.
19. The steps above are simply a guideline – NCTM will provide the Conference Chair with step by step instructions and guide them throughout the process.
20. File a copy of your report with the MCTM board to be shared with future conference chairs. This report will be stored at Montana Learning Center.

# LEADERSHIP CONFERENCE

## General Philosophy:

(January, 2007)

The MCTM is dedicated to providing quality in-service and leadership development to existing leaders in mathematics education in Montana as well as for those interested in becoming leaders. The Leadership Conference Co-chairs and the president are encouraged to contact the individuals on the list to solicit their applications for the Leadership Conference. The entire MCTM membership will be invited to the conference through newsletter articles published in the September and November newsletters and the MCTM website.

The conference will always have an educational topic of current interest. We will also have a second agenda designed to build the leadership skills of people and get the service of the MCTM more directly to the membership.

Leadership Chairs for the conference consist of an elementary math and science teacher and a secondary math and science teacher if possible. This is very important for balance. Such a combination enhances the possibility of building a conference that meets the needs of all math teachers from K-16. Each Co-chair serves a minimum of three years with the terms overlapping a year. Planning for the conference starts immediately after the previous conference.

## LEADERSHIP CONFERENCE TIMELINE

- February** -POST MEETING & PREPLANNING MEETING- Held after the conference. Set dates, conference site, & key speaker(s).
- April** -SPEAKER ARRANGEMENTS  
-CONFERENCE CENTER ARRANGEMENTS
- September** -PLANNING MEETING-communicate by Email if a meeting is not possible.  
-SUBMIT NEWSLETTER ARTICLE
- October** -SEND CONFERENCE LETTER, AGENDA, AND APPLICATION  
-by Email and by mail  
-Advertise in the MCTM Newsletter  
\_Advertise in the MSTA Newsletter  
-Advertise at the MEA/MFT Convention
- November** -CONFIRMATION LETTERS  
-send by Email and mail.  
-FEE PAYMENTS
- December** -FINAL CONFERENCE ARRANGEMENTS  
- Final letters sent by Email and mail.  
- Contact presenters for final arrangements.
- January** -LEADERSHIP CONFERENCE

## **PREPLANNING MEETING**

- Review evaluations and recommendations from last Leadership Conference.
- Brainstorm conference topics and speakers.
- Select possible sites and dates.
- Develop rough outline for conference.
- Develop rough budget of possible speaker prices, & registration fees.
- Divide conference responsibilities between committee members.
  - Chairperson
  - Finance person
  - Conference site person

## **SPEAKER ARRANGEMENTS**

- Contact possible key speakers and confirm dates.
- Arrange OPI Specialist for address.
- Arrange MCTM President for welcome and opening.
- Arrange other project or grant short presentations on current happenings in Montana.
- Send confirmation E-mails and tentative outline of conference. Include payment, expense agreements, & topic suggestions.

## **SPEAKER AND CHAIRPERSON REIMBURSEMENT** Speakers

- will be paid \$50/hour for their presentations. Registration will be waived for speakers and chairpersons. Speakers and chairpersons rooms will be paid for by Leadership.
- Speakers and chairpersons will be reimbursed for travel at \$0.385/mile.
- Keynote speaker stipend and per diem will be paid by Leadership.

## **CONFERENCE CENTER ARRANGEMENTS**

- As soon as date is confirmed with speaker, reserve conference center and rooms needed.
- Consider possible conference center visitation to determine setup.
- Get menus and agree on state room rates or hire a caterer.
- Arrange for Board Meeting room.
- Select Hospitality Room where we can provide our own refreshments.
- Select Large Meeting Room for whole group dining and meetings. Include tables, overhead projector, microphone, podium, screen and ice water.
- Give conference center a copy of schedule. Add meeting room names.
- Go over each part of schedule and room setup.
- Sign contract.
- Go over room assignments & how to handle changes.

## **INVITATIONS AND REPLIES**

- Send out invitations to participants. Send letters, agendas and registration forms.
- Include dates, place, topics, keynote, and registration fees.
- Send confirmation letters and identify receipt or non-receipt of registration fees.
- Invite 10- 15 extra participants to cover no shows.
- Make participant data list



## **FINAL CONFERENCE ARRANGEMENTS (PACKET)**

Agenda

MCTM and MSTA flyers advertising upcoming events.

MCTM tri-fold.

Get Office Supplies for packet.

Assemble packets with handouts and materials from the speakers.

## **HOSPITALITY/SOCIAL ROOM**

Arrange for ice from the conference center.

Purchase drinks and snacks.

Purchase alcoholic drinks and arrange for collection cups.

## **ROOM ASSIGNMENTS**

Participants call the conference site and make their own arrangements.

## **FINAL CONFERENCE LETTERS**

Send final agenda.

Send verification of acceptance to the conference.

## **POST CONFERENCE MEETING**

Send press releases for local newspapers.

Go over conference billing before leaving.

Go over conference evaluations.

Make suggestions for future conferences.

Send thank you notes to speakers and participants.

Collect any unpaid registration fees.

Pay conference center bills.

Complete final budget report.

Write Newsletter report for Leadership Conference.

# MCTM Professional Development Academy Committee

(January, 2007)

## General Philosophy:

MCTM is dedicated to providing quality, timely professional development to its members. All MCTM members are invited to participate in MCTM sponsored Professional Development Academies (PDA) through notices in the newsletter, the MCTM website, and announcements at the annual meeting.

The academies will always have two mathematical topics of current interest and will be three to four days in length. One topic will encompass the K-6 grade band, and the other will encompass the 7-12 grade band. Each topic will be rotated through alternating two-year cycles and will be offered at a different site each of the two years. The MCTM Board will determine the PDA topics and suggest a list of possible presenters.

The MCTM President will appoint a MCTM member to serve as PDA Chair for a term of no less than two years. The chair shall further serve as a mentor to their successor for a minimum of one year. The MCTM President will also appoint a committee to assist the Chair with organizing the PDA.

The MCTM Board shall review the registration fee schedule at its discretion. Registration fees as of January 2006 are as follows:

Billings Registration fee (No lodging or meals) .....	\$325.00
Montana Learning Center (Registration & meals).....	\$435.00
Montana Learning Center (Registration, lodging & meals).....	\$585.00

## Presenter fees:

Presenters shall receive a \$1500 stipend upon completion of the 3.5day workshop.

## PDA Committee:

The committee shall be composed of the PDA Chair, appointed by the MCTM president, and one representative from each of the following grade bands: K-4, 5-8, 9-12. At least one member of the committee shall be a MCTM board member.

## Duties of the PDA Committee:

- 1. Collaborate with the MCTM Board to determine PDA topic and list of possible presenters. (June of preceding year)**
- 2. Contact presenters regarding: (June-July of preceding year)**
  - a. PDA dates
  - b. Lodging and travel needs
  - c. Presenter fees, lodging and transportation, and materials budget
  - d. Time schedule of PDA
  - e. Syllabus
  - f. **Confirm presenter (Preceding January)**
  - g. Verify materials are available for presenter and site is set-up per presenter requirements **(Two (2) weeks prior to PDA)**
  - h. Write thank you to presenter **(Following PDA)**
- 3. Determine dates of PDA based on availability of sites and presenters (June-July of preceding year)**

4. **Book sites for the PDA's (June-July of preceding year)**
  - a. **Verify reservations (January prior to PDA)**
5. **Advertising: (Preceding Fall)**
  - a. Make PDA brochures/fliers
    - i. Distribute at both MCTM Annual Meeting and Leadership Conference
    - ii. Ask OPI to post on their website
    - iii. Contact MCTM webmaster to post on website
  - b. Write article for MCTM newsletter (March Edition)
  - c. Provide information to each MCTM Region's Board Members so that they can email the PDA information out to their regions members
6. **University credit and OPI renewal units. (Preceding January)**
  - a. Submit paperwork to arrange for university credits
    - i. (15 contact hours = 1 credit)
  - b. Prepare OPI renewal forms for participants
    - i. MCTM President must complete OPI paperwork
  - c. Submit participants completed paperwork and payment as required by OPI and the university
7. **Contact MCTM Treasurer regarding:**
  - a. Deposit registration fees and accompanying records
  - b. Payment of presenter fees – to be paid at the conclusion of PDA (One month before PDA)
  - c. Present any miscellaneous bills
8. **Registration**
  - a. Collect fees & registration forms
  - b. Create database of participants, MCTM membership status, fee payment, and school and grade level
  - c. Communicate with the PDA site regarding set-up of rooms
9. **Communicate with registered participants regarding: (2 – 3 weeks before workshop)**
  - a. Materials required at workshop
  - b. Possible 'evening social' activities as determined by the PDA Chair
  - c. Lodging arrangements
10. **Update MCTM President regarding PDA as needed**
11. **Determine an on-site coordinator if PDA Chair is unavailable for PDA, preferably a PDA committee member or a MCTM board member. Travel, room and board will be reimbursed for site coordinator. The site coordinator may participate in the PDA at no cost.**
  - a. Communicate with PDA chair regarding PDA responsibilities
  - b. Purchase and organize snacks up to \$200.
  - c. Verify set-up of PDA site
  - d. Arrange welcome and check-in at PDA site for presenter(s) and participants.
  - e. Assist presenters as needed.
  - f. Complete processing of paperwork for University credit or OPI renewal units
  - g. Thank and pay presenter(s)
  - h. Close PDA site upon completion of PDA
  - i. Evaluation. All participants will be required to complete the Evaluation of the Presentation form that is used for MCTM's Mathematics Professional Development Committee.
    - a. Evaluations will be forwarded to the PDA chair

- j. Discuss recommendations for improvement of PDA with presenter
  - k. Debrief with PDA Chair
  - l. Write an article for MCTM newsletter summarizing the PDA.
- 12. Post – PDA**
- a. Collect receipts from presenter and on-site coordinator for reimbursement of expenses – travel, per/diem, and materials.
  - b. Verification of final bills and receipts (**Conclusion of PDA**)
  - c. Complete University credit and OPI paperwork
  - d. Write thank you letter to presenters, site coordinator, and others as needed
  - e. Write a report summarizing PDA for Fall Board meeting that includes: number of participants, PDA expenses and income, a summary of participant evaluations forms, and any other pertinent information.
  - f. Remind President to complete PDA paperwork for OPI renewal.

### **Professional Development Academy Scholarship Guidelines**

**Regional directors are responsible for notifying the PDA Scholarship recipients and conveying the following information.**

#### **Congratulations on winning the \$150 MCTM PDA Scholarship. (Membership in MCTM pays!)**

Here are a few things you need to know in order to use your \$150 scholarship.

- a. Register for the PDA of your choice, either in Billings or the Montana Learning Center at Canyon Ferry during the summer of 2007 by April 1<sup>st</sup>. If your registration is not received by April 1<sup>st</sup>, the scholarship will be transferred to the alternate.
- b. Please indicate you are the scholarship winner on your registration form.
- c. Full payment by personal check, school check, or a school P.O. must be received with your completed registration form.
- d. You must attend the PDA in its entirety.
- e. Upon completion, you will receive a \$150 MCTM check made payable to you. Any additional expenses incurred are the responsibility of the participant.

# MCTM MATH CONTEST STATE DIRECTOR'S DUTIES

- June:** Individuals chosen for test writing should be notified by early June.
- The following year's tests are written at one site during test writing conference.
- July:** Tests will be sent out in groups of 2-4 to individual test proofreaders. Test proofreaders will be volunteers from any of the math contest sites who did not attend the test writing conference.
- August:** Tests are due back to the state director from test proofreaders with comments and corrections.
- State director will revise tests according to suggestions made and send copies to printer, along with certificates.
- State director should order pencils and pins.
- September:** State director organizes the annual meeting and dinner within close proximity to the MEA/AFT-MCTM fall convention. The dinner is to be held on the Thursday afternoon of the convention weekend at 4 p.m.
- Send invitations and response cards to all site-directors and MCTM president.  
Send letters to possible replacement site-directors if there are retiring directors.
- October:** Early in October: Prepare for the annual meeting by getting site-information sheets copied, sort items to be distributed at the meeting: pencils, certificates, tests copies and answers, and pins.
- Mid-October: Conduct the annual meeting: possible items on the agenda might be test issues, handbook changes, fee assessment, format issues, etc. Distribute supplies.
- November - March:** Send an article to the MCTM newsletter announcing test sites and dates.
- Answer questions and help regional site-directors as much as possible.
- Make e-mail address and phone numbers available for easy contact.
- March:** All contests are to be held during this month. Exceptions can be made to have tests in late February if a site is having trouble finding a date in March. Exceptions should be cleared through the State Director prior to finalizing the date for the contest.
- April 7:** Electronic versions of contest data from each regional sites are to be received by the State Director no later than this date.

Regional contest reports including the financial report, mailing labels of participating schools, and scholarship winners answer sheets should be sent at this time.

Money collected, \$1.25 per registered student, should be sent to the MCTM Math Contest Director who will forward regional fees to the MCTM treasurer.

**April 30:**

All compiling of state results should be completed by this date.

Certificates should be printed and sent out in early May to ensure their receipt before seniors graduate. State pins, scholarship information forms, lists of winners and test writing information should be sent with certificates.

Arrangements should be made for hotel accommodations for test writers.

Send an announcement to the MCTM newsletter including test-writing dates and writing application for those interested in helping.

Volunteers from any of the math contests sites interested in writing tests should submit a test writing application. Ten writers will be selected and will receive a \$150 stipend, mileage, lodging and per diem following the completion of test writing.

## WRITING AND POSTER CONTEST

1. Write articles advertising the contest for Montana Mathematics: to be included in the January and March issue. An article is written for the May issue with the results.
2. Send entry information (a one page flyer) to all Montana elementary, middle, and high schools. Flyers may, also be sent to the Adult Basic Education schools. Order labels from Math Specialist at the Office of Public Instruction. These should be sent in early March.
3. Line up a panel of judges (teachers or those with a math background). They will judge during late April and early May.
4. Once winners are decided for each category, print and mail awards and participation certificates. This needs to be done before the end of May.
5. Purchase and mail prizes for award winners. (These have been calculators appropriate to the grade level.)
6. Arrange for displaying all entries at the fall MCTM/MEA convention.
7. After the convention, return entries to schools which had sent postage.

# NEWSLETTER EDITOR

(June, 2007)

The Newsletter Editor's duties include the following:

- I.** MCTM will provide the newsletter editor with a computer and laser printer if the editor needs this technology in order to publish the newsletter.
- II.** Send an e-mail message requesting articles appropriate for the newsletter. Be sure that the request includes the deadline date. Also, include deadline dates in the newsletters – the suggested date is the 10<sup>th</sup> of the month. Send reminders if necessary.
- III.** When all of the articles are collected, the next step is to create the newsletter in a document. Keep a hard copy and an electronic copy of each edition of the newsletter. The newsletter template will be given to the editor. All hard copies of the newsletter will be stored at Montana Learning Center.
- IV.** With articles sent by e-mail, very little editing is done, so articles need to be print ready.
- V.** Call (or e-mail) the Membership Chair and order labels for the newsletter. From the current membership list, determine how many newsletters to print. Send for the NCTM list of labels for Newsletter Editors and send out an appropriate number of newsletters to members on this list.
- VI.** Take the newsletter to a print shop or send it electronically. The location of the print shop should be determined by the editor.
- VII.** Pick up the newsletters. Collate them and put on the labels. Follow standard bulk mailing procedures. Your local post office can help with the specifics of bulk mailings. Depending on the print shop they may do this for you and all you will need to do is provide them with the labels.
- VIII.** Take the newsletters to the bulk mailing office at the post office (or make arrangements with you local school district and have them direct bill) and mail them. Pay for the mailing, send the receipt to the Treasurer for reimbursement.
- IX.** Repeat steps #1-8 five times throughout the year. Newsletters are usually mailed in early September, November, January, March and May. At the beginning of the year, set deadlines and stay within a week of these deadlines. You need at least three or four people who are very reliable to help with the newsletter.
- X.** The March edition of the newsletter should contain the ballot information for voting for the MCTM officers and board members.



# Dean Preble Memorial Award

(June, 2007)

## **I. BOARD RESPONSIBILITIES**

The Board is responsible for appointing a three-member committee to oversee the Award process.

## **II. COMMITTEE RESPONSIBILITIES**

- A.** The committee will appoint a chair.
- B.** The committee will consider all eligible applications and vote, based on the award criteria, to determine the awardee. All committee deliberations and decisions shall remain confidential.

## **III. CHAIR'S RESPONSIBILITIES**

- A.** The committee chair will advertise the call for nominations at the fall MCTM conference, in the MCTM newsletters, on the MCTM web page, and in any other way deemed appropriate.
- B.** The chair will be the contact person for all nominations.
- C.** Following the closing of nominations, the chair will meet with, or mail, or e-mail the eligible applications to the other two members of the committee for their consideration.
- D.** Following the final decisions, the chair will notify the MCTM president so that plaques can be ordered and successful nominators notified.

## **III. PRESIDENT'S RESPONSIBILITIES**

- A.** The president will notify the nominator's of selected awardees. It is expected that the nominator will introduce the successful awardee at the fall MEA conference. If a nominator is unable to attend the fall conference, arrangements should be made with the President for an alternate introduction.
- B.** The President shall order the appropriate plaque to arrive in time for presentation at the fall conference. The President will notify the Treasurer in so that a stipend check can be prepared.
- C.** The President shall recognize the awardee in the MCTM newsletter and in any other media deemed appropriate.

# MCTM TEACHER SCHOLARSHIP AWARD

(Oct, 2010)

## **Description:**

The teacher Scholarship was established by the MCTM board in 1992 to award **five** teacher scholarships, \$100 for instate conferences or \$250 for out of state conferences, to help defray the costs of attending conferences and workshops. The amounts were increased to \$200 for instate, and \$400 for out of state conferences by the MCTM board in 2006. The intent is to encourage our membership to participate in conferences and to help defray some of the expenses in attending conferences.

## **Requirements:**

Any teacher who is an MCTM member is eligible to receive the scholarship except for current MCTM Board members unless that member received an MCTM scholarship in the previous year. The Chairperson may obligate up to \$2000 per calendar year. Applications must be submitted no earlier than December 1<sup>st</sup> for the next calendar year. The application for a scholarship must be submitted at least **thirty** calendar days prior to the starting date of the conference. The recipient must also write an article for the newsletter on a useful idea acquired at the conference. This article should be mailed to the Chairperson of the Scholarship Committee within **thirty** calendar days of the end of the conference. The chair will then submit the article to the newsletter and authorize the issuance of a check to the scholarship recipient. Scholarships will be limited to the applicants each calendar year that:

1. Submit a completed application that is approved by the Chairperson.
2. Attend the conference.
3. Submit an article for the newsletter.

## **Scholarship Chairperson Duties:**

The scholarship chairperson/committee will screen the applications as necessary. Incomplete or late applications will not be considered. After the chairperson/committee has approved an application, a letter should be sent out to the applicant restating the above requirements and timelines (see figure 2). When the newsletter article is received from the each scholarship winner, submit it to the editor and authorize the treasurer to issue a check for the appropriate amount.

The Chairperson may obligate up to \$2000 per calendar year.

## **Figure 1: Sample of Scholarship Application**



**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**School:** \_\_\_\_\_

**School Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_

**Grade level(s) taught:** \_\_\_\_\_ **Subjects:** \_\_\_\_\_

**Have you been a recipient of this scholarship before?** \_\_\_\_\_

**If so when?** \_\_\_\_\_

**What conference or class are you planning to attend?** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Date(s):** \_\_\_\_\_

**Why do you want to attend this conference or class?**

**Figure 2: Sample of letter of award for Teacher Scholarship**

Dear \_\_\_\_\_:

Thank you for applying for the MCTM Teacher Scholarship Award. We are excited to tell you that you are selected to receive a \$\_\_\_\_\_ scholarship for attending the \_\_\_\_\_ (conference name) \_\_\_\_\_ on \_\_\_\_\_ date(s) \_\_\_\_\_.

After you have attended the conference, you must write and an article about a useful idea that you acquired. Your article is due to me within thirty days after you attend(ed) the conference for publication in a future NCTM newsletter. A check will be written directly to you once I receive your article.

Please e-mail me as soon as possible with your acceptance or rejection of the MCTM Scholarship Award. Once again, thank you for applying and congratulations for being chosen as a recipient!

Sincerely,  
 Scholarship Chairperson  
 Chairperson@email.com

### Figure 3: Sample of letter of award and contract for Teacher Scholarship

Dear <awardee name>,

Thank you for applying for the MCTM Teacher Scholarship award. There were many qualified applicants for the scholarship. You were selected to receive a <amount> scholarship for attending <conference/class>.

You must sign and return this letter along with a copy of your conference/class registration form to <Chair of Scholarship Committee> before the conference/class. After you have attended the conference/class, you must write an article about a great idea that you picked up at the conference/class for the MCTM newsletter. This article is due one month after you have attended the conference.

Once again, thank you for applying and congratulations for being chosen as an awardee.

Thank you  
<Committee Chair's signature>

I agree to write an article for the MCTM newsletter on a great idea I picked up at the conference/class I plan to attend.

Name \_\_\_\_\_

Signature \_\_\_\_\_

### Figure 4: Sample of letter of rejection for Teacher Scholarship

Dear <non-awardee name>,

Thank you for applying for the MCTM Teacher Scholarship award. There were many qualified applicants for the scholarship which made the choice of awardees very difficult. We are sorry to inform, you that you were not chosen as an awardee for the scholarship. Please do not let this discourage you from applying for the scholarship in the future.

Once again, thank you for applying.  
<Committee Chair's signature>

# NATIVE AMERICAN SCHOLARSHIP

(June, 2007)

The Native American Scholarship Committee will include:

1. The Chair of the committee (a current board member)
2. A secondary level (grades 5-12) Native American educator
3. A mathematics educator from a Montana institution offering a secondary mathematics education program

The Committee Chair will be appointed by the MCTM President to serve a three-year term. The Chair will be responsible for recruiting the remaining members of the committee, who may serve more than three years.

The following is a sample letter to be mailed out to all college and universities in Montana.

Date

Mathematics Educator Department  
Montana College/University  
City, State, Zip

Dear Professor :

Do you have a Native American student enrolled in your secondary mathematics education program? If so, he or she is eligible for a scholarship offered by the Montana Council of Teachers of Mathematics. As an organization, we are eager to support and reward the efforts of Native American students who are interested in both mathematics and teaching, and in creating a cultural context for instruction for the benefit of all students.

**MCTM supports a \$500 annual scholarship to a Native American student registered in Mathematics Teacher Education at any one of the six Montana teacher training sites.** Please note that eligible Native American students must be currently enrolled in mathematics education programs that lead to certification to teach mathematics at the secondary level. Preference will be given to students who are in the final two years of their pre-service mathematics education program. Each award is for only one year of study, but past awardees are eligible to apply for additional years.

If you have a Native American student registered in Mathematics Teacher Education that you and/or your department would like to recommend for this scholarship, send the application and recommendation to the committee chair at the address below. Complete applications must **received no later than September 30**. Applications will be reviewed in early October, and awards made by November 1 to be applied that academic year.

Thank you!

Jennifer Luebeck, Chair  
Native American Scholarship Committee  
Dept. of Mathematical Sciences  
2-214 Wilson Hall  
Montana State University  
Bozeman, MT 59717

If you need more information:  
Email: [Luebeck@math.montana.edu](mailto:Luebeck@math.montana.edu)  
Phone: 406-994-5341  
Fax: 406-994-1789

**Montana Council of Teachers of Mathematics  
Application for Native American Student Scholarship (\$500)**

A complete application packet includes **both**:

- A student application form completed by the student (see form below)
- A letter of recommendation from a higher education faculty member

**Both parts of the application must be returned by September 30.**

Eligible students must be Native American and enrolled in mathematics education programs that lead to certification to teach mathematics at the secondary level. Preferences will be given to students who are in the final two years of their pre-service program. Awards will be made by November 1 to be applied that academic year.

Name: \_\_\_\_\_

Enrolled Tribal Member? (Y/N) \_\_\_\_\_ Tribe \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Enrolled at (College or University) \_\_\_\_\_

College GPA as of Spring XXXX \_\_\_\_\_  
(Attach an unofficial copy of your Spring XXXX transcript.)

On the back of this page or an additional sheet of paper, respond to the following:

- 1) Describe your recent or current involvement in extracurricular and/or community activities, clubs and service projects, etc.
- 2) Describe your goals as a secondary mathematics teacher and, if you can, the kind of setting where you hope to teach in the future.

Return this application to the person in the mathematics education program that is recommending you for this scholarship. This completed form, along with a letter of recommendation supporting your application must be submitted to the address below no later than **September 30, 20XX**.

Jennifer Luebeck, Chair  
Native American Scholarship Committee  
Dept. of Mathematical Sciences  
2-214 Wilson Hall  
Montana State University  
Bozeman, MT 59717

If you need more information:  
Email: [Luebeck@math.montana.edu](mailto:Luebeck@math.montana.edu)  
Phone: 406-994-5341  
Fax: 406-994-1789

# EVALUATION OF GRANT DIRECTORS

## PURPOSE:

- I. MCTM is the hiring agent of the director(s) of any grant funded through MCTM. If by chance, the Board would relieve them of duties, the director(s) would need to know by February in order to re-enter the university/public/private school system.
- II. The interviewers are a listening agent for the Board. People involved in the project may express opinions anonymously.
- III. The evaluation is a way for the Board to check the progress of the project. Is the project doing what it set out to do?

## ORGANIZATION:

- I. A committee of three Board members interviews grant committee chairs and other grant employees. The committee chair divides the people to be interviewed among the committee members.
- II. The chair of the evaluation committee writes a letter to the directors requesting them to write a self-evaluation in a format of their choice. These should be sent to the MCTM President.
- III. A written summary of the interviews is due to the Board for preview before the winter MCTM Board meeting. From this report the Board will make recommendations to be delivered to the director(s) by the Board President in a face-to-face meeting.

### Sample of letter sent to SIMMS co-directors regarding evaluation

February 6, 1994

TO: Maurice Burke and Johnny Lott  
FROM: Sue Harding  
RE: MCTM evaluation of SIMMS directors

Committee chairs, writers, and pilot teachers have been interviewed by an MCTM committee to evaluate your work as co-directors of SIMMS. A report was delivered to the MCTM Board in February. As chair of the evaluations committee, I failed to request self-evaluations of you to include in the report to the Board. I apologize for the oversight.

President Kimberley Girard will report the results of the interviews to you during the first weekend in March. Please send your self-evaluation by February 25 to Kim so it may be included in the report. The length and format of this self-evaluation is of your choice. As in the past, address these issues:

- a. What you've done to date
- b. What you've learned during this third year, how it will change what you do next year, what things have gone well and won't be changed
- c. How the committee chairs and MCTM can help you do your job, suggestions of what you want the evaluation committee to look for in future evaluations
- d. Concerns which need to be addressed



# Role of NCTM Representative

(June, 2007)

The NCTM Representative will serve a two year term beginning with their Past Presidency and continuing for one additional year. The Representative must be a member of MCTM and a current individual member of NCTM. This Representative is the primary contact for the affiliate and for NCTM, thus enhancing the affiliation partnership.

The NCTM Representative ensures that MCTM:

1. communicates information about NCTM and promotes NCTM membership.
  - a. Newsletter and website article that may include items such as:
    1. Membership with NCTM
    2. Upcoming NCTM events
    3. Lesson plans (Illuminations and ON-Math)
    4. Grant Opportunities
    5. Journal articles
    6. NCTM President messages and Chat times
    7. NCTM Position Statements
    8. New books that have been published
    9. How to submit journal articles
2. is knowledgeable about NCTM services available to NCTM Affiliates by regularly checking Online Affiliate Resource Center.
3. provides NCTM Headquarters updated lists of MCTM officers, and dates for the MCTM's professional activities.
4. participates in the NCTM Western Regional Caucus and the Delegate Assembly as the delegate (voting member). The Representative will also attend the NCTM President's (Affiliate) Breakfast during the annual meeting. If the NCTM Representative is unable to attend the MCTM President will appoint the delegate.
5. orders NCTM educational materials and special products for the MEA/MFT Annual Conference and coordinate the delivery with the MCTM General Chair.
6. maximizes communication with the Affiliate Services Committee (ASC) representative in order to enhance the partnership between NCTM and the Affiliate.
7. promotes the NCTM Affiliate Leadership Conference to the MCTM Board.

## Suggested Activities:

- Provides membership brochures and catalogs as requested for MCTM sponsored events.
- Initiate joint NCTM and MCTM membership promotions. (MSP grants purchasing NCTM memberships, MCTM membership drive giving away a trip to the NCTM annual conference, and NCTM Leadership Circle.)
- Promote discussion within the MCTM about resolutions that might be submitted to the Delegate Assembly.
- Be fully cognizant of the MCTM's position on the resolutions, submit them to the ASC representative according to schedule, and report back to the MCTM on the disposition of the resolutions.

## Resources Available to NCTM Representatives

- The Affiliate Services Staff will supply Representatives with letterhead, brochures, educational materials catalogs, special product brochures, and other promotional materials (See the "NCTM Representative Supply Order Form" available online.)
- MCTM can render an important and valuable service to their members by providing the opportunity for them to examine and purchase NCTM educational materials and special products at meetings and conferences. Consignment guidelines and relevant forms are available online.
- The Online Affiliate Resource Center provides support for NCTM Representative's work.

# Mathematics Professional Development

## List of Presenters

- I. Goal:** The Montana Council of Teachers of Mathematics (MCTM) would like to provide a service to MT schools, MT teachers, the MT mathematics community, and the Office of Public Instruction by creating a list of qualified mathematics professional development presenters.
- The institutions interested in a professional development service will be responsible for contracting with the presenter/s. MCTM is only responsible for providing and updating the list of presenters.
  - The presenter will establish his/her own fee, expenses and contract with the contracting institution. A suggested stipend may be \$500 per day. The presenter may also include travel, room & board, and copy expenses.
  - Presenters must be current MCTM members.
  - The presenter will give, collect and send evaluation forms to appointed PD List of Presenters committee member.
  - Positive evaluations will continue your presenter status on the list.
  - Tax deductible donations sent to MCTM (sent to the treasurer) are suggested for maintenance of the presenters list.
- II. MCTM Professional Development Committee Duties**
- MCTM will manage and review the applications for presenters.
  - MCTM will provide and review evaluation forms for each presentation given by a listed presenter.
  - MCTM will update and keep a current list of qualified presenters and advertise topics on the website.
  - MCTM will send a current list of topics to OPI, Consortiums, SCEP's and interested MT Schools.
- III. Professional Development Offerings**
- Instructional Areas**
    - Elementary
    - Middle School
    - High School
    - Title Mathematics
    - Special Education Mathematics
    - Gifted & Talented Mathematics
    - AP Mathematics Courses
    - Other
  - Mathematics Content K-12**
    - Numbers and Operations
    - Algebra
    - Geometry
    - Measurement
    - Data Analysis and Probability
    - Problem Solving
    - Other

c. **Research-Based Mathematics Instructional Strategies**

- i. Teacher as a facilitator
- ii. Cooperative Learning
- iii. Technology
- iv. Active Learning
- v. Differentiated Instruction
- vi. Assessment
- vii. Manipulatives
- viii. Writing in Math
- ix. Questioning Techniques
- x. Other

d. **Other Professional Development Assistance**

- i. Curriculum Alignment
- ii. Course Pacing
- iii. Mathematics Standards
  1. District
  2. State
  3. National
- iv. Other

**IV. Application Process**

- a. Each potential presenter will supply the following information to the MCTM Professional Development Committee.
  - i. Application
  - ii. Resume
  - iii. One letter of recommendation from a past or present employer, principal or colleague
  - iv. Brief Biography

1. Example:

***Lisa Scott***

*Lisa Scott received a Masters of Science in Mathematics Education from Montana State University in Bozeman, MT. She is currently a Middle School Mathematics Coach. Her responsibilities include coaching middle school mathematics teachers in content and pedagogy. She taught high school mathematics for seven years at Senior High School in Billings, MT. She also taught middle school and high school mathematics for four years at Joliet Public School in Joliet, MT. During these years, Lisa taught the SIMMS IM Curriculum for Level 1, 2 and 4. Lisa serves as President-Elect for the Montana Council of Teachers of Mathematics and Co-Chair for the MCTM/MSTA Leadership Conference. Lisa won the Presidential Award for Excellence in Mathematics Teaching in 2002.*

- v. Digital Picture (Optional)

## Duties for MCTM Webmaster

(June, 2008)

- I. MCTM will support the administration of a website to promote the MCTM and keep its members informed about current projects and upcoming events.
- II. MCTM currently has the MCTM website housed on the Internet Montana servers and the server space is donated by Internet Montana. As long as a network provider donates the server space to host the MCTM website the webmaster will remind the MCTM president to send that provider a letter of appreciation annually.
- III. MCTM owns the web domain name [www.montanamath.org](http://www.montanamath.org), which was purchased on July of 2003 on a ten-year lease for the amount of \$99.50. It was leased through VERIO at <http://www.verio.com/>. It is the responsibility of the webmaster to make sure the lease is renewed on time so the domain name is retained by MCTM. The user name and password will be kept on record by the webmaster.
- IV. The MCTM webmaster will keep the MCTM website current with information on projects that MCTM feels important.