OCTM Board Meeting Agenda

McMinnville District Office

135 SE Booth Bend Road

McMinnville, OR 97128

Sunday, August 1, 2010

8:45 to 9:15 Area Reps Meeting

- Area Meetings at Oregon Math Leaders (OML)
- Mentor New Reps/members
- Membership drive
  - Area Rep. Introductions
  - Training and answering questions
  - Lynn Bonser, Professional Development Cadre (PDC)

    There will be 12 brunches to train how to use the newly revised math problem solving scoring guide. The areas will select a site to hold one of these brunches. OCTM will pay presenters for these workshops. The local host will meet the presenters. They must be scheduled after November 1st.
  - Membership drive: prize will be a stay at Marie Cramer's new beach house.
  - Pizza, Pop, and Problem Solving; Math Family Night; Brunch
  - all information is electronic
  - Area action plans forms will be emailed by Molly and are due August 11th.
  - District contacts if you have any new ones send to patty Sandoz a psandoz@eoni.com
  - Need to get information to the teachers because principals and secretaries don't always know who to send it to.
  - Free memberships are given to new elementary teachers, new secondary math teachers, new-to-Oregon elementary teachers, and new-to-Oregon secondary math teachers. Reps should follow up with person the following year
  - Need people for OCTM table in NWMC in Spokane and will need people for next year at the Northwest in Portland.
  - Winter area meeting - recognition awards for your area. It was started by Jim Specht and each rep nominates someone. There is a press release and a certificate that should be given in a public setting.

    Forms are on the website

9:25 Call to Order

- Welcome/Introductions

Present: Jill Sumerlin, Marge Burak, Molly Smith, Cheri Clausen, Lynda Sherman, Amber Kuzma, Marla Baber, Roxanne Malter, Ann McMahon, Aleta Kandle, Sue Fisher-Alexander, Nancy Swarat, Jennifer Bell, Becky Reed, Lynn Bonser, Jane Osborne, Sarah Savage, Kathleen Fraser, Marie Cramer, Andrea Ferreira, Craig Martin, Brent Freeman, Francie Bostwick, Lois Costine, Alla Blanca, Theresa Trotter, Theresa Hilkey, Patty Sandoz, Elizabeth Warren

Guest: Bobbi Jordan, President of Alaska Council of Teachers of Mathematics.

- Announcement: Cathy Brown will be the new OCTM Historian.

Community agreements were reviewed and the sign-in sheets were sent around to update addresses.

• Board Meeting Dates 10-11 wait until 3 or 4 meetings (Jill)

• Approval of Minutes

The corrected minutes of May 1, 2010 should reflect that Susan Fisher-Alexander was in attendance. *Lois Costine moved to approve the minutes as amended. The motion was seconded and approved.*

• Agenda Changes

Asked for changes - none

• Lunch Time Meetings

Scholarship Committee chaired by Brent Freeman

Roberts Rules of Order were passed out for new members and reviewed as the procedures for our meetings.

9:50 Discussion Items

• OML update by Patty Sandoz:

Each person will earn an OML ene, a coupon good for door prizes at conclusion of OML.

Book study will work in grade band groups in morning. The afternoon will be single-grade focus with the exception of K-2 and 9-12. Packets for facilitators are suggestions about how to facilitate the book study as well the content for the book study. Each facilitator is free to make it their own as they must be comfortable with the material and the formatting.

There will be brunch training in four groups based on birth month.

• OCTM Reflection Results : Jill identified three issues: More males on the board, jazz up the website and documents mailed ahead of meeting.

Issues

1. Background - why need Conflict of Interest policy:

We need to be transparent in our work. For example: we can't just hire a family member as a sub-contractor. There needs to be a hiring process. When we talk about a money-issue only benefits one or two people; we need to be concerned about conflicts of interest.

They may answer questions, but may not try to persuade and must recuse themselves from the vote. During discussion - person must remove themselves from the room so people can have a free and open discussion. **IRS** is the main reason we need this policy in order to maintain non-profit status

II. Questions and Discussions:

If trained here at OML by OCTM and our ESD pays an individual to present a workshop.

- Then there is no conflict.
- Share where you got the information

Example of conflict: If a member brought all the books they have been writing to a board meeting. And was trying to sell them or encourage others to share them with other groups.

- If the conference, cadre, and subgroups use the OCTM tax ID number, the Conflict of Interest policy applies. Each group needs to report what they are doing so minutes of the meetings should be kept.

Lynda Sherman moved that the Conflict of Interest policy be accepted as corrected. It was seconded and approved.

10:10 Unfinished (a.k.a. Old) Business

Budget update by Becky: Audit is continuing, the books are currently balanced to the penny. The Presidential account balanced out as zero. However, we continue to spend more money than we take in. We need to consider the issues:

1. How do we make money?
2. How do we spend money?
3. What is worth spending our money on?
4. TOMT editors, graphics and Webmasters are only predictable salaries
5. PDC people attended the meetings but they did not go on to be presenters so they are not paid.
6. Will the brunch time presenters be paid at the same rate of PDC?
7. If it is a salary position or has perks, what is the process for filling the position?
    - Why paid?
    - How did the person get this job?

Every board member should be able to answer these questions.

There was a 15 minute break.

New Business

There was discussion of possibility of amending the constitution to make 3 board meetings instead of four. It was decided to wait because of the timeline for amendments. No action was taken

• Action Plan was reviewed. See plan which is attached. Highlights:

Every board member serves on committee

- Diversity of grade level and area rep.
- Younger members mentored by more experienced
- Feeling going well - need reminders for things that need to be done

- Family Math Nights, Brunches
    - Goal to have one in each region
    - Amending action plan Family Math Night line - decided to add a new line
    - Family Math Night is for kid and parent - Brunches will serve other teachers
- Suggested to add P^3 and Brunches may be done together or separately as presenter adapts them.
    - What about teacher outreach to cover more
    - Need more problems for P^3 - Cheri and Patty have more problems
    - Suggested to have resource lists instead of listing problems

- Membership increase

  .

  - Membership is a challenge for everyone right now
- TOMT was nominated and won the award for the first-ever publication award by NCTM.
- Long Term Money guide: There is a Budget Cheat Sheet to provide guidance for budget building.
- Smooth transitions: Notebooks and information and how it is passed on to new replacements needs to be improved.
- PDC—achieved listed goal
- Submitted 12 grant proposals---all were declined.
- Credit Card: One individual has to put up his/her credit - linked to the individual's credit rating.

When leave position, individual has to close the account. Organization cannot get a credit card in its name.

Is this worthwhile because it is tied to a person? Should we explore Pay Pal?

Add to action plan: Explore Electronic Membership because it might save money and appeal more to younger members.

11:40 NCTM Report

- **Affiliates Conference** (Marge)
  - Reasoning and Sense making books are available Geometry will come out in the fall; Equity and Technology will be coming soon.
  - Reasoning and Sense Making conference is planned for next August.
  - Common Core Standards
    - The mathematical practices are comparable to NCTM process standards
    - How to match up with what is already there? This is being worked on.

    Two consortiums to write assessment: One from Washington (Smarter Balanced - probably what Oregon will go with) and one from Florida which is Partnership for the Assessment of Readiness for College and Careers (PARCC).
  - NCTM would like to help more but they need to be invited.
  - E-learning will be available in the fall, prerecorded so can watch on your time. One one-time fee to workshops
  - Problem data basis organized by Strands and by Type of problems
  - NCTM has Facebook and Twitter accounts.
  - Ideas to generate younger leadership:
    - Pre-service teacher conferences
    - invite an inexperienced teacher to present with you
    - include a 3 year special rate
    - ask for specific help - most people will say yes
  - Highlights of Robert's Rule of Order from affiliates conference.

11:55 Lunch

- Brent---Scholarship met during lunch.
- Chairs of Conferences met during lunch.

NCTM Report --PowerPoint showing what NCTM offers members

12:45 Reports & Information

- Renew NCTM membership online - $3 rebate to affiliate will be online only as it currently is.
- Can become a NCTM fan
- Can be on twitter
- Math problems of the day
- iPhone App from NCTM
- dbarnes@nctm.org (technology person)

A group discussion was held on how to save money for OCTM:

The process was that individuals brainstorm, small group discussion, large group discussion of ways to save or generate money. Suggestions included:

- $10 off - when refer people
- 1 electronic meeting V-tel
- 3 year membership as cycle of NorthWest Math Conference
- Advertise at other organizations (i.e., Science)
- Answer Becky's questions
- Articles in Oregon Education Association (OEA) publication to promote membership
- Audio conference
- Automatic renewal - do you want to renew?
- Blog once a month on website or Facebook
- Board member goal to recruit 3 to 5 members
- Charge more for non-members for events we sponsor
- Check NCTM - see if any Oregon people are not members
- Combine memberships with other organizations
- building memberships
- Cost travel reimbursement
- District membership - if you have more people attend
- Elected officers Winter meeting - others could give feedback via email
- Electronic connect to everyone
- Face to face only 2 meetings a year
    - Gotomeeting.com - for electronic meeting

        - Group online connection to promote memberships
    - Have only 1 area rep come to the meeting
    - Intern to work on website - get credit
    - Invite someone from business world to our board - partner with OCTM
    - Look into INTEL or business to sponsor us
    - Making OML cutting edge – make Board feel have to come
    - Meet by regions - compile minutes - vote by survey monkey
    - Monthly newsletters
    - OML process - nominate
    - Online publications - PDF's
    - personal phone calls to expired members
    - Pre-service rate or pre-service group
    - Promote carpooling
    - Reduce conference rate - link to membership
    - Reduce mileage reimbursement
    - Renew online
    - Require membership to attend conferences
    - Searchable lessons online
    - Sell ad space in TOMT
    - Sell OCTM gear - preorder only
    - target high school students
    - Use scholarships to promote membership
    - Webmaster stipend reduced

Idea for OML – Don Fineran did this to reach out to leaders in our State. Used to be a nomination process, but we moved away from this because too limiting. Seek out the new teachers you have talked about. Reducing OML fee would be a challenge because we are at "bare bones" right now.

- What if we had a Pre-Service Rep (voting or nonvoting member)
- NCTM is promoting student affiliates

Discussion:

- Carpooling - if carpool $.50 per mile. if not carpool $.30 per mile
- 2 meetings elected board - 2 meetings all board members
- Copper Conferencing (used in Alaska
- Some people might donate mileage OCTM - but do not consider as policy. They would fill out reimbursement form but write *donate back* to organization

Jennifer Bell moved that we try one meeting electronically for the 2010-2011 fiscal year. The motion was

seconded and passed.

Sue Fisher-Alexander moved to authorize the president to seat one preservice teacher on the board. The motion was seconded and passed.

- NOW
  - Facebook account is up and running
  - One meeting with be electronically this year
  - By November meeting, we will know how we are doing the electronic meeting

·TOMT Celebration announcement by Jill: It will be at the end of OML in which Joe Spooner will be the keynote speaker. He will receive a certificate, wine glass and mug. All previous editors of TOMT have been invited to the celebration. Cathy Bernhard and Jackie Cooke will attend. Albertson's is making a cake using a TOMT cover.

Board meetings for 2010-2011:

- November 20th will be at the Sheet Metal Building in Troutdale.
- Winter meeting electronically February 5th.
- April 30th will be in the Salem area.
- August 7th at the Booth Bend Conference Center.
- **2:00 Board Member Reports**

Area 1 Theresa Trotter & Lynn Bonser

- no report submitted

- Area 2 Roxanne Malter & Marla Baber
  - Due to my retirement from Portland Public Schools in June this year, I will be resigning as Area 2 Representative in August, 2011. I think it's important that a teacher who is actively working in Area 2 serve as the representative so communication and planning can take place efficiently and effectively. Ernest Yago from Marysville School at Rose City Park will be joining Marla Baber as part of the Area 2 team. Ernest will be attending board meetings with me this year.

- Area 3 Amber Kuzma, Maggie Englund & Virginia Nelson
  - no report submitted

- Area 4 Kathleen Fraser & Marie Cramer
  - After adopting Bridges last year we are looking at also implementing the Oregon Focus supplements for elementary age either at an intervention level or classroom wide. We will be trying to construct a district wide alignment to include both. We will also continue to use our data teams to focus our teaching toward the standards and assessment.

Kathleen Fraser
Elementary Schools
McMinnville

Both Patton and Duniway Middle Schools are excited to be rolling out extensive math intervention programs that are designed to target the specific needs of each learner so that we can identify students struggling in math early in the year and provide prescriptive support to meet their needs throughout the year. Our data teaming efforts combined with these interventions will ensure success in math for all students.

All middle school math teachers have Smart Boards in their classrooms and are becoming increasingly proficient at using them to boost engagement and achievement.

-Michael Fisher
Middle Schools
McMinnville

My Principal, along with a Kindergarten, 3rd grade, and myself (5th grade) teachers went to Texas for the Conference for the Advancement of Mathematics Teaching. We just got home on Sunday. The Conference was Thursday, Friday, Saturday. Prior to the Conference, we had a 2 day Pre-Conference learning about the reluctant Math learner. The four of us thought the conference was wonderful and learned many new things. I think it was really beneficial to go to a Math Conference in a different state. Everything was new and exciting for us. I am one of the Math Coaches for our District along with the 3rd grade teacher. We teach at Faulconer Chapman School in Sheridan.

I usually do have something to report so feel free to contact me again.

Carol Clark
Faulconer Chapman School
Sheridan

- Area 5
  - Since many teachers are unable to afford to attend the NWMC and/or the State of Jefferson conference we are thinking of having a local gathering For the central coast teachers on Oct 8 which may include a NCTM recorded Seminar for the price of $49. Electronic PDU's are available for this. We will Know more on that after our area meetings during OML, where we also hope To recruit two new area reps.

- Area 6 Theresa Hilkey & Alla Blanca-White
  - no report submitted

- Area 7 Karen Ashcraft & Sandra Bannister
  - no report submitted

- Area 8 Craig Martin & Ron Baker
  - We are working on solidifying plans for State of Jefferson Math Conference in Conjunction with the OCTM PDC.
- Area 9 Andrea Ferreira & Janet McLain
  - no report submitted

- Area 10 Dana Marlia & Cheri Clausen
  - no report submitted

- Area 11 Nancy Swarat & Susan Fisher-Alexander
  - no report submitted

- Area 12 Jane Osborne
  - Nothing to report.

- Area 13 Sarah Savage
  - no report submitted

- Area 14 Aleta Kandle
  - Elizabeth Warren is no long an area representative because she took the tentative secretary position. We are looking for another representative.

- President Jill Sumerlin
  - no report submitted

- President - Elect Marge Burak
  - It was such a great experience sharing ideas and learning from other NCTM Affiliate members, especially with Mike Shaughnessy leading much of the Discussion. The following information was shared:
    The geometry version of Focus in HS Reasoning and Sense Making will be out fall of 2010 and two (possibly three) more books in the series are coming with topics of Equity and Technology.
    There will most likely be a Reasoning and Sense Making Conference in August 2011 and both a video library and a task bank are being developed to help teachers in this area.
    The Common Core State Standards math practices are comparable to the NCTM process standards and NCTM will be working on matching their standards and resources to the CCSS to support teachers with the implementation.
    (SMARTER http://www.k12.wa.us/SMARTER/) and (PARCC http://www.achieve.org/PARCCpressrelease) are the two contenders to write the assessments for the CCSS. NCTM would like to be as involved as possible but need to be invited.
    The NCTM website has much to offer including position statements, research clips and briefs, e-learning and much more. For members there are journal archives, student explorations (formerly math notes) and problem databases. NCTM can also be found on Facebook, twitter and using an iPhone.
    Some issues we discussed with other affiliates were increasing membership, securing a continuation of leadership, and increasing our funds. Some ideas that came out were to have a pre-service conference, to invite an inexperienced teacher to co-present a workshop with you, include a 3 year membership renewal option at NWMC, and personally ask promising uninvolved teachers to help out with specific tasks.
    Finally, we received an updated version of Robert's rules of order – yippee!

- Vice President Molly Smith
  - In the past, we have hosted an OCTM table at the Northwest Math Conference when it is in Washington. This year it is in Spokane, Washington on October 9 - 12, 2010. If anyone is going, I am always looking for volunteers to "man" or "woman" our table. Please let me know.

- Treasurer Becky Reed
  - no report submitted

- Secretary Elizabeth Warren
  - Jennifer Cox is stepping down. Elizabeth Warren will be the interim secretary.

- Membership Ralph Schubothe
- no report submitted

- NCTM Rep
  - see President/Elect notes

- PDC Coordinator Lynn Bonser
- Intending from budget to pay a stipend for people who go out on bunch training. All board members are welcome to attend. Not sure the entire member was offered. Ann volunteers to write an article about this. Cathy Brown is going to write an article about the history of brunches. Several members of PDC are not OCTM board members.

- NWMC Coordinator Jennifer Bell
- no report submitted

- OMEC Ann McMahon

- Our spring meeting was cancelled, so this report is from our last meeting in
- February.
- Jim Leigh reported on assessment activities:
- • field testing 1400 new items aligned to the new standards
- • field testing 1400 new items aligned to both old & new standards
- • next year (2010-2011) will field test content that needs to move down
- in grade, according to the new standard
- • had a session on 'grid items' that proved to be very difficult to write
- on the computers, so only 26 questions were accepted.
- • ODE is redefining cut scores for core standards August 9-11
- • Achievement Level Descriptors are based on NAEP standards.
- Winnie Miller is leading a team to look at having only 4 scoring levels
- Instead of our current 5 in Oregon.
- • 16 states and another 9 interested states want to adopt Oregon's
- Adaptive testing (called SMARTER). This would allow states to share
- Test bank items.
- Nicole Rigelman led a discussion about elementary math specialists
- Standards from AMTE which was released in February, 2010.
- • nine states currently certify elementary math specialists
- • it is meant to be an advanced specialty for people with teaching
- experience
- • teachers become leaders in their buildings and/or districts
- • it is a mix of math and pedagogical knowledge
- • there was extensive discussion about what level of skill a teacher
- really has and what do they need
- So far, no Oregon University has a model to develop specialists! ODE did
- not have a positive response to OMEC's past proposal and TSPC has not
- Encouraged this endorsement. Some districts (Sherwood, Tillamook, Forest
- Grove, Portland) are interested in talking about the math specialist initiative.
- PRISM might be a pathway into implementing this.
- www.corestandards.org
- There has been a lot of revision of the national Common Core State
- Standards Initiative. Initially there were 10 strands per grade. NAEP math
- Standards, that were 58 pages long, were considered when writing these. It

- appears that these standards came from college professors and were very
- focused on what these professors wanted students to know when they came
- to college. People reviewing these documents did not see a connection to the
- NCTM standards and their research over the past 30 years.

- TOTOM Nancy Drickey
  - The TOTOM Annual Conference will be held September 9-11, 2010 at Western Oregon University under the direction of current president, Cheryl Beaver. If you are interested in attending the conference, send an email to Cheryl at beaver@wou.edu asking for a copy of the registration forms. Registration and meals are FREE this year for new attendees or graduate students.

Thursday, September 9

3-5 p.m. Check in for housing (available until late evening as well)

6 p.m. Dinner/Social for those who desire at local pizza eatery, Mendi's in Independence

Friday, September 10

7:30 - 8:30 Breakfast (Valsetz Dining Hall)

8:15 - 8:45 Registration - Math and Nursing Building

8:45 - 9:15 Opening remarks (Cheryl Beaver)

TOTOM member self introductions

9:15 – 12:00 Morning Sessions – to include:

- Update on TSPC Competencies – Linda Samek
- Course Sharing in small groups (**PLEASE COME PREPARED** with at least one activity to share) Elem / MS / HS
- Update on Math Specialist – Nicole Rigelman

12:00 - 1:00 Lunch (Valsetz Dining Hall)

1:15 – 5:00 Afternoon Sessions – to include:

- Research Talks
- Middle school program/ course talks
- Update from ODE representative – Mark Freed
- Poster Session

6:00 Dinner/Social at Ragin' River in Independence

Saturday, September 11

8:00 Breakfast – Math and Nursing Building

8:45 – 9:15 Business Meeting

9:15 – 12:00 Morning Sessions – to include:

- Technology in the Classroom – Rachel Harrington

12:00 - 1:00 Lunch – Math and Nursing Building

1:00 Dorm checkout and Departure

- Historian — Cathy Brown
  - As the new Historian for OCTM, my first report is actually a request. Would anyone with pictures, anecdotes, stories or memories about Scott McFadden and/or Joanne Wilkie, please send them my way? Cathy Brown : cathynkent@msn.com

- Contest — Laura Lethe
  - no report submitted

- Scholarship — Brent Freeman
  - At the August meeting, we will be looking at and making decisions concerning applications to attend the Northwest Math Conference in Spokane. Next up, applications to attend the NCTM national conference in Indianapolis (April 13-16, 2011) are due October 1, 2010.
  - Jennifer Bell from Waluga Junior High School was awarded a scholarship to help with expenses to attend the Northwest Math Conference in Spokane.

- Recognition — Francie Bostwick
  - Planning for the awards ceremony is coming together. The award articles will be submitted to the TOMT soon. This year we have one PAEMST finalist. Look for the PAEMST display at OML to read about this outstanding teacher. As a reminder, please be thinking of those worthy individuals whom you might like to nominate for one of our math education awards or for presidential (secondary teachers). Our nomination forms will be out in the January issue of TOMT and is also on our website. Nominations for presidential are online at www.paemst.org

- TOMT — Jackie Cooke & Cathy Bernhard
  - no report submitted

- Web Master — Jackie Cooke
  - no report submitted

- ODE: Curriculum — Mark Freed
  - no report submitted

- ODE: Assessment — Jim Leigh
  - no report submitted

- OML — Theresa Trotter, Theresa Hilkey, & Patty Sandoz
  - Plans for OML 2010 are shaping up nicely. This year's book study will be based on NCTM's Focus series. Teachers of Grades K-8 will use their grade's Focus book while the high school teachers will use the Focus in High School Mathematics: Reasoning and Sense Making. Actually, 'reasoning and sense making' is this year's OML theme as we trace the development of the introduction to and understanding of fractions to functions. Along the way, we might even contribute to teachers' PUFM (profound understanding of fundamental mathematics—a Liping Ma term). We strive to appeal to a wide range of interests and grade levels while also undertaking an in-depth study of a current topic.
  -

We have a large group of wonderful volunteers leading book study, presenting Choice Sessions, hosting Casino Night, organizing the Awards Ceremony, and reintroducing the brunch model to the younger generation. Our long arms with beckoning index fingers invite teachers of all levels from all areas of the state to step into leadership roles—it's our philosophy as we try to live up to the name of our conference, Oregon Math Leaders. And of course, we are always looking for more and more willing souls.

Following the always wonderful Awards Ceremony the conference will kick off its first full day with a State of the State presentation by Oregon Department of Education's Jim Leigh. Joe Spooner will be our closing speaker but the conference will really conclude with a reception in celebration of TOMT receiving the first place outstanding journal award from NCTM. (And we will also celebrate Joe Spooner's outstanding 25 years of dedicated artistry as TOMT's graphics artist but shhhhh, that's a secret!)

- Mailing Clerk Lois Costine
- The Mailing Officer has nothing to report, but I would like to mention that we only got seven responses to the High School Math Awards and all but one was from Area 14. Do we need to change the timing or delivery method?

2:20 Adjourn