

Iowa Council for Teachers of Mathematics
June 9th – 10th, 2011 Executive Board Retreat
West Des Moines Learning Center

Thursday, June 9th, 2011

Lunch was served beginning at 11:30.

The meeting was called to order at 12:10 by President Ruth Avazian.

New or re-elected members of the Board introduced themselves: Vice-President Elementary– Judy Miller; Vice-President Secondary – Lynn Selking; Conference Program Co-chair – Lori Mueller; Journal Co-editors – Bryan Braack and Deidra Baker; Regional Directors: AEA 1 – Jeannette Pillsbury; Northwest AEA – Mike Baker; Green Hills AEA – Deborah Roberts

Those that are continuing to serve on the Board introduced themselves: President – Ruth Avazian; Vice President -Post Secondary – Teresa Finken; Vice President Middle School – Megan Balong; Executive Secretary – Maureen Busta; Treasurer – Laura Brincks; NCTM Rep/ ICTM Pre-Conference – Deb Tvrdik; Conference Program Co-chair – Brooke Fischels; Conference Exhibits Chair – Travis Nuss; Gov't Relations Rep – Ed Rathmell; Student Director – Hannah Peacock; Regional Directors: AEA 267 -Vicki Oleson; AEA 8 – Linda Seeger; AEA 11 – Marcia Carlson; AEA 10 – Mike Bevelacqua; Great Prairie AEA – Deidra Baker.

Board members absent: President-elect – Sue Runyon; AEA 9 – Teresa Chavarria; Newsletter editor/Webmaster – David Burrow; NCTM AFC Central 2 Rep – Chris Moody; Conference Chair – Dave Blum; DOE Math Consultant – Judith Spitzli.

Executive Secretary – Maureen Busta

- Motion to approve February 18th, 2011 minutes (Roberts, Fischels)

Executive Board members were asked to update their contact information. The updated list will be sent to all Board members electronically. Mike Bevelacqua recommended that the membership list be put on-line using mailchimp, an online distribution listing. The membership committee will review. Lori Mueller also recommended that we review payment on -line.

Treasurer Report – Laura Brincks; Laura thanked Marcia Carlson and Megan Balong for auditing the treasurer's report.

- Motion to approve Treasurer's Report (Rathmell, Balong)

Laura asked everyone to complete their reimbursement forms so that she could pay them. Laura provided the following treasurer's report.

Treasurer's Report
June 1, 2010-May 31, 2011

Balance Forward	\$36,271.11
Income	\$28,995.01
Expenditures	\$29,347.75
New Balance	\$35,918.37

Current Checking	\$ 1073.08
Current Savings	\$23,261.52
Current CD's	\$11,583.37
Total	\$35,918.37

Membership report – Maureen Busta

The following report was provided that lists the number of members who have renewed their membership this year.

	Regular	Student	Instit.	Retire	Ret.	F WDM	Reg- \$38	Reg- \$50	Total per	# of renewals
Jul-10									0	0
Aug-10	9							2	280	11
Sep-10	7	21					4	3	547	35
Oct-10	22	5					1	5	753	33
Nov-10	9	3	1				1	1	318	15
Dec-10	5							2	200	7
Jan-11	74	2					4	8	2042	88
Feb-11	37	1				39	4	8	1297	89
Mar-11	57	2	1				2		1261	62
Apr-11	14	1							285	15
May-11	4	1							85	5
Jun-11	2	1						1	95	4
Total	240	37	2	0	0	39	16	30	7163	364
	0.66	0.10	0.01	0.00	0.00	0.11	0.04	0.08		

The list of members by AEA was reported as follows:

June 2011, Members by AEA	
AEA 1	84
AEA 267	73
AEA 8	33
AEA 9	21
AEA 10	66
AEA 11	237
Green Hills AEA	36
Northwest AEA	31
Great Prairie AEA	78
Outside of Iowa	17
Total	676

Busta will forward electronic copies of the full membership lists to the President, President-Elect, Vice-Presidents and the nominating committee. Electronic

membership lists will also be sent to the AEA Directors for each of their AEA's. All of the electronic lists include the lapsed members. The renewal process was reported which includes renewal notices and a membership card which is sent to them indicating their membership status.

NCTM Representative – Deb Tvrdik –

Report on Indianapolis, IN Delegate Assembly: There were no items other than that NCTM Board members were asked not to schedule a Regional against an Annual Conference. Hank Kepner will be the keynote at our 2012 ICTM Conference. He will also work at the Pre-Conference. We were recognized for being a Silver Member. Tvrdik further reported that she wishes to break even on the consignment sales. Consignment sales made \$28.81 this year. It is recommended that a month or so before the Conference information could be put in the newsletter and on our website that there would be free shipping. Busta asked if it would be possible to have a Regional NCTM Conference in Des Moines. Tvrdik reported that this would be up to NCTM and those going to the Leadership Conference could discuss it with NCTM at that time.

Government Relations Representative – Ed Rathmell

Rathmell reported on the survey that was sent to all ICTM members. Teresa Finken, and Sue Runyon helped evaluate the results from the survey. Concerns fell into actions that ICTM could control and actions that other education policy makers control. The following four issues were provided to the Board for review.

1. Communication – The website needs to be updated and provide for ways for members to ask questions, create blogs, share teaching and assessment ideas, resources, warehouse for PBIT's, MDIs, etc., ideas for differentiation, for AEA representatives to update a calendar of events in that AEA, updates on state and national reports relating to mathematics learning and instruction, significant events or actions of NCTM, AMTE, etc. This could also evolve into a state-wide set of resources (and possibly courses) for students. ICTM members need to get involved in putting things up on the website.
2. Professional Development – In addition the professional meetings that ICTM holds, ICTM can and should take the leadership in creating and helping conduct professional development in the AEA's and at the local level.
 - a) ICTM can and should encourage the development of professional development communities. A group of members, including AEA mathematics consultants, could create a workshop or on-line resource to help local teachers get started. This might include guidelines, suggestions, and activities for local districts to promote, encourage, provide activities to get started, etc. After a group is started, ICTM should provide on-going support.
 - b) ICTM can and should form teams to create “portable just-in-time” workshops in conjunction with the AEA mathematics consultants,

for current hot topics and issues. These can be delivered by AEA consultants and/or ICTM members.

- 3) Form committees to lobby educational policy makers and local school districts on the following recommendations. Each will require a special plan – gather information, develop a strong argument for the recommendation, identify key decision makers, create a lobby plan, and follow the plan.
 - a) Correlate curriculum and assessment with the Iowa Core
 - b) Encourage schools to hire trained mathematics coaches and/or mathematics specialists at the elementary and middle grades. Perhaps small schools and secondary schools can collaborate with other districts to provide similar support.
 - c) Encourage the development of regular and consistent mathematics professional development for teachers at all levels. This needs to include a state-wide non-voluntary effort similar to Every Student Counts, but also should include efforts at the local level.
 - d) Encourage a requirement of one hour of mathematics instruction per day.
 - e) Encourage schools to organize their schedules so teachers have time to collaborate in planning, classroom visits, professional learning communities, etc.

Discussion included: There may be some interest in smaller professional development opportunities and perhaps some smaller conference formats could go on the road. A review of the website will be completed by the Publications Committee. Rathmell reiterated the importance of curriculum and assessment being better correlated and questioned what the status was with regard to the consortium that the Department of Education is involved in in 2014. Other issues: there is good evidence to support that the hiring of mathematics coaches increases student achievement; Iowa needs to invest in professional development (states who have made better gains are states that have legislative support for Professional Development); a requirement of one hour of mathematics instruction per day is needed; lastly, the issue that came up more than anything on the surveys was the need for time to collaborate in planning, classroom visits, professional learning communities. An Editorial in the School Administrators newsletter should be considered. . Lynn Selking will send out a link for assessment. This link will be put on our webpage.

Iowa Math and Science Coalition (IMSC) update – Larry Osthus from the Iowa Math and Science Coalition attended the meeting and discussed the decision to disband the organization. IMSC was formed in 1990 to improve mathematics and science throughout the State. The organization brought together education, the public sector and private business organizations. The organization promoted the NCTM Standards and the Science Standards. The original goal has been met and the decision was made to disband on April 1st, 2011. It has been decided that the remaining monies would be split between the mathematics teachers and science teachers' organizations in Iowa. Some suggested uses for the monies included

making an impact on what goes on in the classroom and having fantastic speakers for the conference.

Department of Education – Judith Spitzli was not able to attend but provided the following report: Barbara Leise is the new PAESMT Awardee for Iowa and this was just announced in early May. She was honored with a trip to DC in mid May. She is a primary teacher at the Downtown School in Des Moines. The Iowa Department of Education will be announcing our PAEMST Math secondary finalists very soon. Please encourage everyone to nominate outstanding teachers for the next round which will begin in the fall and will focus on elementary teachers again. The DE is very pleased to announce that we are partnering with the Center for Excellence in Science, Engineering and Mathematics, at Iowa State University, to host the CGI National Conference during the summer of 2013. The Conference will be held in Des Moines during the month of July.

Pre-conference Report – Deb Tvrdik – Deb sent a copy of the Pre-Conference evaluation electronically to everyone. The evaluations indicated that everyone liked the panel. Hank Kepner, the keynote speaker for next year’s conference, is excited to be a part of the pre-conference next year. The Texas Instruments session was well received and Deb would like to continue again. Mike Baker reported that it’s recharging to be a part of the pre-conference. A discussion about how to reach new teachers included: Facebook which would include topics for discussion – 15-20 topics could be developed and released over time; develop a community on-line for conversation; the best of what is on-line could be included in the journal or newsletter; newsletter could include videos.

Conference Report – Travis Nuss, Laura Brincks, Maureen Busta, and Brooke Fischels, provided a wrap-up of the 2011 ICTM Conference. Travis Nuss asked everyone to e-mail him exhibitor information and he will contact them. Laura Brincks provided the treasurer’s report which showed Conference income of \$20,791.81, Conference expense of \$8,014.15 for a total profit of \$12, 777.66. Brooke Fischels reported on good comments overall for the conference program. It has really helped to provide repeat sessions. Elementary sessions were light. Hopefully there will be more elementary sessions next year. If anyone knows of speakers who are interested in speaking at the 2012 Conference they should let Lori Mueller know. Maureen Busta provided the following registration numbers for February 2011.

February, 2011 Conference	
Exhibitors	15
Board Members	25
Speakers	67
Participants	228
Students	67
Walk Ins (36 students)	45
Total	447

The Board members worked in one of the following small groups: Conference, Publications, Outreach, and Membership.

Small Group Discussions were held and the following was reported to the Board.

Conference Committee: Travis Nuss, , Lori Mueller, Brooke Fischels, Mike Baker, Hannah Peacock, Deb Tvrdik, Mike Bevelacqua.

The Committee completed the "To-Do" list for 2012. Brooke reported on lots of choices for the Theme. It was decided that the theme for next year would be "Explore the Core". The registration fees will stay the same. It was discussed whether to provide a break for group rates. It was decided not to do this. Mike Bevelacqua suggested a conference within the conference for 1-1 and longer sessions for co-teaching. The focus needs to be on a quality product. Bevelacqua reported that it is possible to get 500 lessons in a minute on-line so perhaps education conferences are changing. Conferences may need to be a "un conference". A committee on professional development could look at some topics and develop professional development modules(Rathmell). Moodle could be used and AEA personnel would be interested in developing 10 hours of on-line webinars to provide the conference participants with 15 hours for 1 credit hour. Offering webinars would be a good benefit of ICTM (Selking). The Department of Education needs to be asked if webinars could meet the contact hours needed for credit, as it was noted that some PD coordinators at AEAs had mentioned the 15 hours had to be in face-to-face contact hours.

Publications Committee: Megan Balong, Deidra Baker, Bryan Braack, Vicki Oleson, Ed Rathmell, Deborah Roberts, Teresa Finken

Deidra Baker reported that there are currently no journal articles. Discussion included perhaps using a blog rather than newsletter articles. The website could include a Facebook link, blogs, link to PBIT's, Conference information, everyone would need to write a blog article. Great lesson plans could be posted on the web. Time release stuff on Facebook could be put in a bank and released at different times. There was discussion about whether we still need a journal. The newsletter could be a monthly interactive format and teachers could submit student work. Examples of what problems teachers gave to their class and what the student submitted. There could be on-going discussion about how teachers are implementing the core, how teachers are using data assessment and the best of the blogs could be incorporated. What type of website do members want? UNI would be willing to host the website. It was decided to seek input from David Burrow, ICTM's webmaster.

Outreach Committee: Linda Seeger, Marcia Carlson, Lynn Selking, Judy Miller, and Jeannette Pillsbury: The Committee has redesigned the grant brochure. There were three grant applications last year. The Committee would like to have more next year. The brochure will be put on Facebook and twitter to get more applications. It was recommended that a previous grant recipient (for example Diane Royer) could

have a video taken with a flip camera for advertising curriculum grants. This advertisement would let teachers know what had received grant monies before that they may be encouraged to apply.

Membership Committee: Maureen Busta, Laura Brincks, Ruth Avazian. The membership brochure will remain the same. Regional directors are asked to contact the teachers in their AEA's. Ruth will send out a reminder in the fall.

Ruth Avazian and Laura Brincks worked on drafting the budget.

Laura Brincks shared the budget. It was decided to not give the members the option for a print journal or newsletter on the membership form. Busta will send an e-mail to those members who currently have opted for a print copy and ask "Would you still be interested in receiving a print version of the journal and newsletter?"

Regional Directors were asked to review Director's Handbook

**West Des Moines Learning Center
Friday, June 10, 2011**

President Ruth Avazian called the meeting to order at 8:30.

Members present: President – Ruth Avazian; President-elect – Sue Runyon ; Vice President Post-Secondary – Teresa Finken; Vice President Middle School – Megan Balong; Executive Secretary – Maureen Busta; Treasurer – Laura Brincks; Newsletter editor/Webmaster – David Burrow; NCTM Rep/ ICTM Pre-Conference – Deb Tvrdik;; Conference Program Co-chair – Brooke Fischels; Conference Exhibits Chair – Travis Nuss; Gov't Relations Rep – Ed Rathmell;; Student Director – Hannah Peacock; Regional Directors: AEA 267 -Vicki Oleson; AEA 8 – Linda Seeger; AEA 11 – Marcia Carlson; AEA 10 – Mike Bevelacqua,; Great Prairie AEA – Deidra Baker;; Vice-President Elementary– Judy Miller; Vice-President Secondary – Lynn Selking; Conference Program Co-chair – Lori Mueller; Journal Co-editors – Bryan Braack and Deidra Baker; Regional Directors: AEA 1 – Jeannette Pillsbury; Northwest AEA – Mike Baker; Green Hills AEA – Deborah Roberts

Board members – Absent: AEA 9 – Teresa Chavarria; NCTM AFC Central 2 Rep – Chris Moody; Conference Chair - Dave Blum; DOE Math Consultant – Judith Spitzli;

It was decided to reserve rooms for the Board next February at the Sleep Inn at a price range of \$50 - \$60 (14 voted yes).

- Motion to approve Treasurer's budget (Fischels, Baker)
2011- 2012 Income/Expense - \$39, 755.00

Brincks will contact ICTM's tax preparer to determine if there is anything that needs to be taken care of with regard to the IMSC monies.

- Motion to invest monies from IMSC in a short term CD and decide what to do with it in February or next June. (Rathmell, Runyon)

Ruth reported on the survey that was sent to the Board members. Seven people completed the survey. There were problems with the survey and not all received it or were able to respond. The questions from the survey were :

1. If you could change the time of ICTM's Annual conference (February), what time of the year would you choose? Spring Summer Fall No change
2. Would you like the Executive Board to pursue the possibility of holding a joint Math/Science Annual Conference in the future(Science Conference is held in the fall)? Yes No
3. Would you be interested in having Professional Development classes to earn credit attached to the ICTM Annual Conference? Yes No
4. If you answered Yes to number 3, what concepts, skills or strategies would you be interested in for the training?
(minimum of 15 contact hours/credit)? Yes No Depends on topic/level of professional development
5. Other (please specify)

Discussion related to the survey included the following: We could look at having the conference at DMAACC but room availability would be a problem and sessions would have to be set up back-to-back. We could join the science organization for a joint conference. Comments included that in some schools this would work, but in others there would be no way that both science and mathematics teachers could be gone on the same day. There was discussion about taking the conference to different sites around the State. It was also recommended that the survey include a question related to how many members read the journal. It was also noted that it would be good to know how the members would like to receive up-to-date information. It was decided that Maureen would send out a survey September 1st with a September 14th deadline to all members. It was recommended to use the upgraded Survey Monkey (Pillsbury). AEA Regional Directors should remind members in their AEA to complete the survey. A survey will be developed by Ruth Avazian and Sue Runyon and sent to all Board members for their approval.

Suggested survey questions include:

- 1) If you can change the time of Iowa's conference which is currently in February
- 2) Would you like to have a joint conference with Science?
- 3) Would you be interested in getting college credit –
- 4) Given the following locations, where would you most likely attend a conference?

Choose all that apply.

Des Moines
Cedar Falls
Council Bluffs
Sioux Falls
Ankeny
Ames
Quad-Cities

The following appointments were approved -

1. Executive Secretary – Maureen Busta
2. Pre-conference Program Chair/NCTM Rep (starting July 1)
– Deb Tvrdik
3. Program Co-chair – Lori Mueller
4. Journal Co-editors – Deidra Baker and Bryan Braack

Michael Link on behalf of the American Regions Mathematics League (ARML) requested financial support (\$4000 per year) from ICTM. There was a concern that the teams were selected from across the State. It was decided that a grant would be available and that ARML could apply for funding.

Outreach Committee Report:

- Motion for the Outreach Committee to consider the discussion of what the Board is thinking, add/revise with the Board input and send out electronically by August (Runyon, Tvrdik)

The Outreach Committee will consider: Will there be additional grant for promoting contests? Can applicants apply for the same grant every year? It's a problem for monies not to be paid to the recipient until after the requirement of either writing a journal article or ICTM presentation is fulfilled (Balong). Can there be flexibility in funding? There was discussion about updating the ICTM logo. Regional Directors could contact their members and send options to Deidra. A prize may be awarded for the winner.

Friend of Math and Lifetime Achievement Awards – It was decided to put the information from past awardees on the website and ask members to nominate potential recipients. Information needs to be advertised in the newsletter and other modes of communication.

All Board members were reminded to review ICTM Constitution. Is there any problem by Constitution to have voting of Board members through the internet and perhaps not having a journal?

- Motion to send out the ballot electronically by AEA (Roberts, D. Baker)
Busta will purchase the premium survey monkey.

It is important to review the requirements of being an affiliate member of NCTM and determine if not having a journal is a problem (Roberts).

Regional Director's Handbook

- Motion to change budget from \$50 to \$25 (Fischels, Carlson)
Maureen will update the Handbook with this information and take "draft" off of the Handbook and will send to all.

Governmental Liaison Report (Rathmell) – Decisions based on survey results:

- 1) Communication – The website is going to be reviewed and updated.
- 2) ICTM will have a committee to create webinars
 - Motion to create a committee that will develop webinars (Rathmell, Pillsbury). The survey identified key topics that teachers are interested in learning more about. Rathmell, Selking, Oleson, Bevelacqua are on the committee.
- 3)
 - a) ICTM will wait and see what happens with the State and correlating curriculum and assessment with the Iowa Core.
 - b) A position statement needs to be developed that promotes math specialists in the elementary grades. Research (Campbell study) provides evidence of effectiveness.
 - c) The development of regular and consistent mathematics for teachers at all levels requires legislative monies. It was recommended that ICTM meet with legislative committees. There is evidence that States that are making big gains are putting money in professional development
 - d) A policy statement which recommends 1 hour of mathematics per day will be developed. The States that are requiring 1 hour of mathematics per day need to be identified.
- Motion for committee to write position statements (Rathmell, Roberts)
Runyon, Rathmell, Finken, Pillsbury, and Miller will craft a policy statement for each of the issues (3b-3e). The Committee will start with a short position statement on each of these under the umbrella of improving student achievement in Iowa. This will be sent to the Board electronically this summer and get approval by August. These position statements will be sent to Dan Smith, School Administrators of Iowa, who will put it in the newsletter for administrators in August. The School Board of Iowa will also receive this information. ICTM will meet with a legislative committee regarding these position statements

and also Jason Glass, Director of the Iowa Department of Education. The statements will be put in the ICTM newsletter in September and handouts will be placed in the Conference packets.

Publication Committee Report:

It was decided that a Google group and a Google site would be set up for the Executive Board members. The Google group will be used for planning. Mike Bevelacqua will set these up and all Executive Board members need to send him their e-mail address. All Board members will need to set up a Google account. The Google site will be used to save documents and the Google group will be used for discussion. Committees could have pages on the site. The front page of the site will list all Gmail account information for the Board.

The update of the ICTM website was discussed. It was decided to purchase access to a secure server, provide an electronic payment option such as PayPal, and secure bids for updates to the web. It was recommended that the website include YouTube videos and other new technologies. David Burrow would not be interested in being the webmaster for this type of website. Ruth Avazian will contact Patsy Fagan to see what she would recommend and how much it will cost. Mike Bevelacqua recommended that we unveil the new website at the February Conference. Facebook information should be posted or sent to Megan Balong. Deidra Baker will be working on the logo contest.

Dave Blum was recognized for his outstanding work as Conference Chair.

Lynn Selking shared the following website information while the Board ate lunch.

<http://www.insidemathematics.org>
<http://map.mathshell.org.uk/materials/index.php>
<http://commoncoretools.wordpress.com/>

Nominations Committee: Ruth Avazian, Sue Runyon, Deb Tvrdik

The following were nominated:

AEA 267 Sandy Ubben – Sue Runyon will secure at least two
AEA 10 Mike Bevelacqua – Sue Runyon will secure at least two
AEA 8 – Kevin Astor – Deb will secure at least two
Middle Vice President – Megan Balong – Deb will secure at least two
AEA 11 – Christi Donald & Jeri Keenan- Daniels – Ruth will secure at least two
Great Prairie – Deidra Baker – Ruth will secure at least two
Post-Secondary – Justin Mann Southwestern Community College & Teresa Finken - Ruth will secure at least two

Maureen asked that the ballot be completed by September 1st. By Constitution, the ballot needs to be mailed by November 1st.

- Motion to adjourn (Baker, Finken)

Respectfully submitted,

Maureen Busta
Executive Secretary

All motions were unanimous unless otherwise noted.