

Iowa Council of Teachers of Mathematics (ICTM)  
Regional Director's Handbook  
2010-2011  
(Revised February 2010)

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## Part 1 Introduction

Congratulations upon being elected by your fellow mathematics educators to serve this important office in the Iowa Council of Teachers of Mathematics (ICTM)! You are the primary link between the ICTM and ICTM members in each of the Area Education Agencies. We hope that you will have an enjoyable and profitable term serving the teachers of mathematics in your region.

This handbook has been developed to provide valuable reference materials, serve as a resource, and identify responsibilities for the regional directors of ICTM as they begin their term of office.

Members in their region elect regional directors for a two-year term. Each regional director can run for that position for two consecutive terms. The student representative/regional director is an appointed position and is for only one year.

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**Part 2**  
**Iowa Council of Teachers of Mathematics Grants**

**Curriculum Grant**

The Iowa Council of Teachers of Mathematics (ICTM) awards three Curriculum grants of up to \$500 each to encourage and support the efforts of individuals or teams of certified mathematics teaching staff in the development and implementation of innovative teaching strategies or projects in the field of mathematics. Projects do not necessarily need to be an original idea, but projects need to promote the teaching and learning of mathematics in keeping with the National Council of Teaching of Mathematics (NCTM) Standards.

The grants are awarded at the annual ICTM Conference. This competitive grant program is designed to encourage creativity in the classroom, enhance instructional methods, foster imaginative teaching, and promote the teaching and learning of mathematics at all levels.

**Conference Travel Grant**

ICTM awards two Conference Travel grants of up to \$800 each to encourage and support a certified mathematics teacher in attending a National Council of Teaching of Mathematics (NCTM) Regional or National Conference.

The grants are awarded at the annual ICTM Annual Conference. This grant is designed to encourage a mathematics teacher to attend an NCTM Regional or National Conference in order to enable him/her to increase student achievement in mathematics, encourage creativity in the classroom, enhance instructional methods, foster imaginative teaching, and promote the teaching and learning of mathematics at all levels.

**Advanced Tuition Grant**

ICTM awards two Advanced Tuition grants of up to \$500 each to support an ICTM member who is pursuing education related to mathematics education and/or teaching. This could be as a student in a Master's degree program or taking coursework for university credit to enhance his/her teaching.

The grant will be awarded at the annual ICTM Conference. This competitive grant program is designed to encourage pursuit of higher education in mathematics education in order to promote the teaching and learning of mathematics at all levels.

***Timetable for Grant Application, Award, Notification, Announcement***

August	Grant applications available from ICTM Regional Directors or ICTM website <a href="http://www.iowamath.org">www.iowamath.org</a>
October	Grant applications due to Maureen Busta
November	Grant recipients selected and notified of award.
February	Announcement of Grant recipients at ICTM Conference

**Part 3**  
**Iowa Council of Teachers of Mathematics (ICTM) Awards**

**State Friend of Mathematics Award**

The State Friend of Mathematics Award honors an individual who has made significant contributions to mathematics education in the state of Iowa. Regional Directors are responsible for submitting the names of potential nominees. These names are presented at the June Executive Board meeting. The Executive Board is responsible for nominating and awarding the State Friend of Mathematics through a vote. The State Friend of Mathematics Award is presented at the ICTM Annual Conference. Awardees are given a wooden plaque with a metal plate inscribed with the ICTM logo and the name of the recipient.

**Lifetime Achievement Award**

The Lifetime Achievement Award honors an individual who has made significant contributions to mathematics education during her or his lifetime. ICTM Executive Board members nominate individuals for this award. The recipient is determined by vote during the Executive Board meeting. The Lifetime Achievement Award is presented to the recipient at the ICTM Annual Conference. The recipient of the award receives a wooden plaque with a metal plate inscribed with the ICTM logo and the name of the recipient.

Neither of the above awards are required to be given each year, however the awards present an opportunity for ICTM to honor educators committed to quality mathematics instruction.

## Part 4 Presidential Awards for Excellence in Mathematics Teaching

### ***What Are the Presidential Awards for Excellence in Mathematics and Science Teaching?***

The Presidential Award for Excellence in Mathematics and Science Teaching (PAEMST) is the highest recognition that a kindergarten through 12th-grade mathematics or science teacher may receive for outstanding teaching in the United States. Enacted by Congress in 1983, this program authorizes the President to bestow up to 108 awards each year. The National Science Foundation administers PAEMST on behalf of the White House Office of Science and Technology Policy.

Awards are given to mathematics and science teachers from each of the 50 states and four U.S. jurisdictions. The jurisdictions are Washington, D.C.; Puerto Rico; Department of Defense Schools; and the U.S. territories as a group (American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands). The teachers are recognized for their contributions to teaching and learning and their ability to help students make progress in mathematics and science.

In addition to honoring individual achievement, the goal of the award program is to exemplify the highest standards of mathematics and science teaching. Awardees serve as models for their colleagues, inspiration to their communities, and leaders in the improvement of mathematics and science education.

### ***Why Apply?***

Recipients of the award receive the following:

- A citation signed by the President of the United States.
- A paid trip for two to Washington, D.C., to attend a series of recognition events and professional development opportunities.
- A \$10,000 award from the National Science Foundation.

In addition to recognizing outstanding teaching in mathematics or science, the program provides teachers with an opportunity to build lasting partnerships with colleagues across the nation. This growing network of award-winning teachers serves as a vital resource for improving science, technology, engineering, and mathematics education and keeping America globally competitive.

### ***Who Is Eligible?***

The following are eligibility criteria for nominees. They must:

- Teach mathematics or science at the K-6th grade level (2010 deadline) or 7-12th grade level (2011 deadline) in a public or private school.
- Teach in one of the 50 states or the four U.S. jurisdictions. The jurisdictions are Washington, DC; Puerto Rico; Department of Defense Schools; and the U.S. territories (American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands).
- Hold at least a Bachelor's degree from an accredited institution.
- Be a full-time employee of the school or school district as determined by state and district policies, and teach at least 50% of the time.

- Have at least 5 years of full-time, K-12 teacher experience prior to the 2009-2010 academic school year (2010 deadline) or prior to the 2010-2011 academic school year (2011 deadline).
- Not have received the PAEMST award at the national level in any prior competition or category.
- Awards alternate between elementary and secondary teachers, as shown below.

	<b>Application Opens</b>	<b>Nomination Deadline</b>	<b>Application Deadline</b>
Elementary Teachers (K-6)	Fall 2009	04/01/2010	05/03/2010
Secondary Teachers (7-12)	Fall 2010	04/01/2011	05/01/2011

(Retrieved 2/18/10, <http://www.paemst.org/controllers/about.cfc?method=view>)

Teachers of grades 7-12 mathematics are eligible for the awards in odd numbered years. Teachers of grades K-6 will be eligible for the Presidential Awards in even numbered years. Teachers may self-nominate for PAEMST, or someone else may nominate teachers. Nomination forms and applications for PAESMT cycles are posted at [www.paemst.org](http://www.paemst.org).

**Part 5**  
**Materials, Services, and Resource People available to Regional Directors**

Following is a partial list of materials, services, and resource people available to assist Iowa Council of Teachers of Mathematics (ICTM) Regional Directors during their term in office.

1. **Membership rosters** are available from the Executive Secretary, Maureen Busta, 2382 Iowa Highway 24, New Hampton, Iowa 50659. Regional Directors receive this roster at the June Executive Board meeting. An updated roster is available at any time by sending e-mail to Maureen at [bustam@uiu.edu](mailto:bustam@uiu.edu). Membership is renewed annually (\$20 per year), or in two- (\$38 per year) or three-year (\$50 per year) intervals. Membership expires 30 days after the renewal month.
2. **The Area Education Agency (AEA) van delivery system** may be used to distribute ICTM membership information or other ICTM information to members.
3. **AEA** mathematics consultants may be asked to co-sponsor a regional meeting for math teachers. Consultants may also be asked to submit names of math presenters for various regional or local conferences, workshops, in-services or activities within the AEA. Membership rosters of mathematics teachers within the AEA also provide a quick way of advertising the opportunity to present to those interested.
4. **School administrators** may be asked to provide the name of a lead mathematics teacher in their building to distribute ICTM information from the Regional Director at their school. (Update this information yearly to ensure that the lead teacher has not moved or retired).
5. **Current ICTM members** may be asked to distribute ICTM information from the Regional Director at their school. (Update this information yearly to ensure that the ICTM member has not moved or retired).
6. **A budget of \$50** is available to each regional director for expenses incurred by this position. Keep receipts of all expenses and submit to the ICTM Treasurer.

## Part 6 Regional Director Duties

In accordance with the Iowa Council of Teachers of Mathematics (ICTM) Constitution and By-Laws, Regional Directors shall:

1. **Represent his/her region on the Executive Committee.**
  - Attend two Executive Board meetings annually
    - The first Board meeting is held on Friday after the ICTM Annual Conference.
    - The second Board meeting is held in June and consists of a two-day retreat. (Travel, food and lodging expenses for Executive Board meetings are reimbursed by ICTM. Rooms are reimbursed at the rate of 50% for singles and 100% if shared with another board member.)
2. **Promote ICTM membership and involvement in ICTM activities.**
  - Contact lapsed members
  - Recruit new members
  - Nominate ICTM members for election to board and for awards
  - Encourage regional educators to apply for grants
  - Provide the names of 10 prospective speakers from the Region for the ICTM conference
3. **Cooperate with the journal editor and newsletter editor in soliciting news items and articles.**
  - ICTM Annual Journal
    - Articles are due by August 1<sup>st</sup>
    - Journal is published by the end of November
  - ICTM Tri-Annual Newsletter
    - Articles are due by August 1<sup>st</sup>, newsletter is published early September
    - Winter – November/December, articles are due by November 1<sup>st</sup>
    - Spring – March/April, articles are due by March 1<sup>st</sup>
4. **Campaign for new Council and NCTM members.**
5. **Publicize Council and NCTM activities and publications.**
  - Promote information that can be found in the ICTM Journal or Newsletter such as:
    - Membership Information
    - Conference dates for ICTM, NCTM Regional, NCTM Annual meetings
    - Friend of Mathematics Award nominations
    - Lifetime Achievement Award nominations
    - Presidential Award for Excellence in Mathematics and Science Teaching requirements, timelines, and nomination procedures
    - ICTM Executive Board candidate nominations
6. **Other such duties as the President may determine.**

The following documents assist you in your role as Regional Director and will be provided for you at the June Executive Board meeting:

1. Expense voucher
2. Membership application
3. ICTM Constitution and By-Laws
4. The most recent Newsletter
5. The most recent Conference Program
6. Minutes of most recent ICTM Board Meeting
7. The current ICTM Executive Board address list
8. The current list of lapsed and current ICTM members
9. The most recent Treasurer's Report

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