

VCTM Retreat, November 13-14, 2015  
 Three Stallion Inn, Randolph, VT  
 MINUTES

**Meeting facilitated by VCTM Co-Presidents Christine Latulippe and Kate McCann.  
 Minutes respectfully submitted by Lara White.**

Friday, November 13, 2015

**5:00-6:00 Dinner**

6:15 pm Begin Business Meeting of VCTM

1. Welcome and overview of retreat (Kate McCann and Christine Latulippe, 10 min)

Topic	Discussion	Actions
Introduction of both Cheryl Holt (Northfield HS) and Carolyn Bruckner (Oxbow HS)		
Directory Updates	Form sent around. Check information is correct and initial next to name.	
Establish agreements:	Step Up/Step Back (take an appropriate role in the conversation) Keep time respectfully Ask more first, then add – seek clarity Bias toward action Take care of needs as they arise	

“Getting to Know You” (Christine Latulippe, 25 minutes)

2. Review and approval of minutes from August 2015 meeting (5 minutes)

Topic	Discussion	Actions
Review and approval of minutes from August 2015 meeting		<i>Kate moves to approve, Katie second; minutes approved.</i>

3. Reports and Updates

Topic	Discussion	Actions
Membership (Harvie Porter, 5 minutes)	2015 and 2016/17 194 total, 9 of 10 new members at conference, approx. +84 in past year, <b>put into Google Docs and share with board (viewing privilege)</b>	
Treasurer (on behalf of Roberta Baker, 5 minutes)	Spreadsheet, need outstanding conference attendance fees, when outstanding fees are paid the conference will pay for start-up of next year's	

<p><b>See attachments</b>  <b>“Fall Conference Report – 2015” and</b>  <b>“VCTM Treasurer’s Report (2007-2015)”</b></p>	<p>conference  Pay attention to ATMNE dues – out of state attendees may not need to be paid  55 paid, 20 presenters, 4-5 volunteers</p>	
<p>AOE (Lara White, 5 minutes)</p>	<p>Proficiency Scale Development will happen in December/January for 9-12 and 6-8 in a North and South location.  Math Morsels to begin again.  Tracy delivering coaching series, currently in second round</p>	
<p>ATMNE (Kate McCann and Mary Calder, 5 minutes)</p>	<p><b>*need ATMNE 2016 Program Committee Representative*</b>  All affiliates need to send updated database  Father B – award  Grants available with statewide programming  2020 will be VT conference, first year NCTM will be in the fall  Board meeting will be on April 29-30 in NH  <b>ATMNE would like to be branded on publications about joining VCTM members</b>  \$150 from ATMNE conference to us</p>	
<p>NCTM (Patty Kelly, 5 minutes)</p>	<p>NCTM in San Francisco in April 13-16  PL in district came from conference this year  NCTM regional: (Katie) presented – Lead speakers have registration paid for  Many companies as presenters  ATMNE, NY and NJ are looking to do conference together.  Conference and kids camp to run concurrently in Iona College.</p>	
<p>Wild Apricot (Patty Kelly, 5 minutes)</p> <p><b>See attachment</b>  <b>“About Wild Apricot”</b></p>	<p>Dave, Kate and Patty have info from Phoenix  Holds registrations, memberships, billing, etc.  Can set many administrators with varying privileges  Advocating for use – many affiliates using and could be a resource  Risk of losing or duplicating with multiple sources – seems efficient  Cost a concern -- \$500/year is a commitment  Is there a data limit? Question withdrawn  Discussion about timing. By Dec, By Jan? Need list to ATMNE that is correct.  <b>Administrators: Patty, Harvie, Sean, David, and President</b></p>	<p><i>Kate makes motion to use Wild Apricot as of December 1, 2015; Christine, Sean and Katie second the motion; motion passed.</i></p>
<p>Newsletter (David Rome, 5 minute)</p>	<p>Like one out soon. So far this year, conference info.  Many addresses bounced. Google issue?</p>	

	<p><b>Needs stuff for newsletter by Nov 20</b>  <b>Mary about PAEMST</b>  <b>Sue about conference</b>  <b>Kate about Iona conference</b>  <b>Patty about affiliate news piece</b>  <b>Lara about scale sessions</b>  <b>Katie about co-teaching</b></p> <p>Newsletter now for members? Would not go to enough people. Next newsletter not through Wild Apricot. <b>Revisit in January?</b></p>	
Website (Sean Sullivan, 5 minutes)	<p>Waiting to work on website, needs to know role. If Patty leads Wild Apricot and it is the website platform, what is his role? Handouts and videos from conference are ready to go onto website. Sean on hold until Wild Apricot is up. Would like input from people as to what it should look like and resources to hold. Want Google search to find the website. Newsletter has teaser that links to website. Updates to anchor page every week. <b>On agenda for January.</b></p>	
PAEMST (Mary)	<p>Vetting for 2014 as been completed and should be announced by the end of the year. Hoping for 2015 by the end of the year. How come TOY can happen every year and PAEMST is so off track on timing? There will be changes.</p>	
<p>2015 Conference, “Growing Math Minds” (Sue Abrams, 10 minutes)</p> <p><b>See attachment “VCTM 2015 Conference Evaluation”</b></p>	<p>Survey responses from conference. 63 responses. Admin strand/ workshops/ round table (maybe a day before the conference); think about use for keynote Elementary needs more, Middle Grades needs more presenters  Focus on Proficiency-based topics, mind sets  Panel presentations might teachers to present – less intimidating  Don Balka  Equity Questions</p>	

4. Reading and Discussion Regarding Proposed Motions

Topic	Discussion	Action s
Conference Related Items (15 minutes)	<p>(Voting will take place Saturday morning)  Stew and brew now but tomorrow will read and vote. Looking at things to promote clarity and consistency.  #2 – Do we have HS students volunteering as well? ATMNE, not VCTM. We want college volunteers to be members and attend; reasonable for college students to attend and be members of a professional organization.</p>	

	<p>#3 Includes membership? Yes, includes the same i.e. as others.</p> <p>#6 Some districts will not deviate from their procedures. Right now the conference income is held up. More teeth in purchase order policy? VPA? Zone rep responsibilities? Are bills sent out? POs pay 10% more? Discount for receipt of prepayment?</p>	
Budget Related Items (15 minutes)	<p>#3: NCTM membership for VCTM president (typo)</p> <p>#1: Should be a 2016 budget (typo); it is a one year budget. Clause for covering by other means preferably? It is in past practice and past minutes. The VCTM president and NCTM rep are required to be members of NCTM.</p> <p>Add caveat to #2 and #3 that funding should be from schools rather than VCTM if possible. Friendly language added to #2-6. Electronic membership is less. People fund extra? Maybe not. Keep full print membership as option.</p> <p>Putting into print that you must spend money can put an organization in a bad place if the balance is not there. Be careful what you promise. Past practice: pay for an extra night and food for the extra day at the assembly at the national conference.</p> <p>Maybe a motion each year, rather than something guaranteed. Budgets are difficult to create without knowing the line items. #1-3 needed, #4-6 built into budget?</p> <p>These motions will oblige you to spend the money.</p> <p>#6 is more important than #4 and #5. #6 is more than we made in the conference. It is a big line item.</p> <p>Historical records of budgets from Bob?</p>	

5. Independent Reading and Review of VCTM Bylaws (group, 15 minutes)

Place **comments** on appropriate charts

Discussion will take place Saturday morning

6. Discussion regarding VCTM teaching awards

Topic	Discussion	Actions
Rookie of the Year updates (Kate McCann and David Rome, 5 minutes)	<p>Google form. Recognize teachers new to profession in last three years. Small financial reward, recognition in newsletter and speaking at the conference about enthusiasm. One from each category: 9-12, 6-8, and K-5. In nominating, you must include a letter of recommendation.</p> <p>David will write blurb for newsletter on Rookie of the Year.</p>	
How does VCTM want to recognize good teaching in the state? (group, 40		<p><i>Kate made motion to move 6b to cover during breakfast tomorrow. Begin work at 7:30., Christine</i></p>

minutes)		<i>second; motion passed.</i>
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7. New Business and items to consider for future discussion (5 minutes)

Topic	Discussion	Actions
Parking lot:	Inventory conversation Costs for membership for other NE affiliates? Location of 2020 conference Wild Apricot Update Input about website to Sean PO policy for conferences How to distribute newsletter Prepare and annual budget that reflects our changing priorities How to use VCTM to open space in VT to discuss marginalized groups in math learning and teaching.	

8. Adjournment

Topic	Discussion	Actions
Adjournment		<i>Kate made motion to adjourn, Christine second; motion passed.</i>

Saturday, November 14, 2015

**7:30-8:30am Breakfast**

8:30am Welcome and Good Morning

8:30-8:45 Voting Regarding Proposed Motions

a. Conference Related Items (10 minutes)

**See Attachment “VCTM Annual Conference-Related Motions”**

Topic	Discussion	Actions
1		<i>Christine made motion, Kate second; motion passed. Unanimous.</i>
2		<i>Christine made motion, Katie second; motion passed. Unanimous.</i>
3	discussion on whether this should include co-chairs	<i>Christine made motion, Patty second; motion passed. Unanimous.</i>
4	discussion on inclusion of food, discussion of “lead” presenter, discussion of panels	<i>Christine made motion, Kate second; motion passed. Unanimous.</i>
5		<i>Christine made motion, Kate second; tabled until after #6</i>
6	will possibly lose attendees, perhaps discuss at the VSA, POs come late	<i>Christine made motion, Patty second; Motion <b>not</b> accepted, unanimous.</i>

	(possibly not until December), paperwork is generated multiple times, working hard to get money, the money does come;	
5	discussion on whether this should be amended to address POs, friendly amendment to replace one week with ten days to allow for food adjustments, “writing” (email, phone call); allows for consistency for all attendees, if someone cannot attend then a sub can attend, there is no chance to resell	<i>Kate moves to put 5 back on the table; motion passed, unanimous.</i>

b. Budget Related Items (5 minutes)

**See attachment “Budget-Related Motions”**

Topic	Discussion	Actions
1	who votes for the budget (board or members), if in bylaws this will create the restart to the bylaw process, will be posted on the website with email blast;	<i>Christine made motion, Kate second; motion passed, unanimous.</i>
2	electronic membership and membership cost;	<i>Christine made motion, Patty second; motion passed, unanimous.</i>
3		<i>Christine made motion, Sean second; motion passed, unanimous.</i>
4	national vs. regional NCTM meetings, much to be attained at regional meetings to bring back as well, if rep cannot attend the national then a board member can attend as delegate at national, this proposal is based on ATMNE, must pay every year if passed, discussion on whether to put into budget year by year without the commitment, discussion on whether regional meetings will continue, friendly amendment that the motion specifies 2016, would this then be a budget issue to be voted upon.	<i>Christine made motion, Kate second;</i>  <i>Kate made motion to table 4-6 for discussion in January with budget, Mary second; motion passed, unanimous.</i>

8:45-9:00 Discussion Regarding Current VCTM Bylaws (15 minutes)

**See attachment “By-Laws of the Vermont Council of Teachers of Mathematics”**

Topic	Discussion	Actions
Is revising the VCTM Bylaws a task that we need/want to approach?	Discussion of creating a sub-committee to review by-laws. This is the ATMNE process. <b>Will present process at January Board meeting.</b>	<i>Committee will draft and bring draft to Board by May 1. Sub-group is Christine, Sue and Katie.</i>

9:00-11:30 Humble Checklists for VCTM Board Positions

See attachment “Humble Checklist”

Topic	Discussion	Actions
“I, _____, move that the Humble Checklists created today be typed up and presented for approval at the January 12, 2016 Board Meeting. Upon Board approval, these Humble Checklists will be posted to the VCTM website.”	discussion of shared document with set deadlines for each position to add comments, discussion of good work done so far, could attendance of board meetings be a standard expectation, these list good faith expectations;	<i>Christine made motion, Kate second; motion passed, unanimous.</i>

11:30-12:15 Lunch

12:15-1:00 “Do the Math” (Christine Latulippe, 40 minutes)

See attachment “Making Trains”

1:00-2:45 VCTM Future Programming

2016 Conference (15 minutes: possible location, theme, keynote speaker)

Topic	Discussion	Actions
Location	Randolph is possible for all people in the state because it is dead center, however you may lose people from Chittenden County; Randolph is better access; Focus on a strong program and people will come; stick with VTC? Killington?	<i>Kate has moved that next year’s conference is at VTC, beginning investigation for possible dates, Sue second; motion passed, unanimous.</i>
Key-note	Depends on the person, conferences that do the best are on pertinent topic, collaboration rooms, meet the needs of elementary teachers, like the big meeting at some point, perhaps recognitions and celebrations and door-prizes during lunch	

Involvement with AOE, and other opportunities to support best practices(15 minutes)

Topic	Discussion	Actions
Involvement with AOE	How can we maximize resources? Collaboration with Zone directors. Already purposeful about using the Zones. <b>AOE can contact Zone Reps when planning in the zone. Once VCTM board contact list is finalized, it will be sent to Lara and Tracy.</b> Weekly field memo included in NEA member newsletter. Reps then talk to admin. Reps could facilitate and Lara could facetime in. Affiliates are the connection to the field. VCTM would like to have a bigger part in the state PL. Why is the state not consulting with the organizations and teachers before they make decisions? Step one is using Math Morsels and the math people at the state to take small deliberate steps. Tracy and Lara can take the message back. Branding? AOE and VCTM, co-create and actively involved. Develop VCTM and become strong for a	

	year. Dine and discuss? Book study?	
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Math Fair Discussion and Action Plan, MET Grant? (Kate McCann, 60 minutes)

**See attachment “Structure for our Math Fairs Conversation”**

Topic	Discussion	Actions
Presentation of Rationale	VCTM helped in funding to affiliate leaders’ conference to gather ideas to further mission. Generates excitement around math, building membership through advertisement, generate higher ed involvement. Low stakes competition. Reach a wider audience, creates a public outlet for math and builds community involvement. Do not need to start from scratch.	
Clarifying Questions	What does the NC day look like? They have regionals and then a statewide fair. Students submit work, lower levels as a class, as older students can work as partners or individuals. Students are interviewed at the fair. Poster session? Could be, or a design, or a video. Super open ended. Presentations in front of an audience? No, judges move from poster to poster. Focus? No, but could be. Is state science fair still successful? Yes. Role? Coordinators, advertising, location, rubrics, prizes, judging. When? Spring of 2017. K-12? Yes. Fall conference table? Yes!	
Probing Questions	Math coalition and expanding horizons take a lot for teachers to buy in and use. HS teachers are overwhelmed. Will there be the energy for teachers to support this? Did not envision it takes a lot of teacher time. Parent encouragement, like Odyssey of the Mind? Must be careful about expecting parents to be able to participate. How to promote it? How do you explain what it is? Betty has sent a packet. 20 minute video on what the math fair is – show it in classrooms. 10 minutes? Just for the teachers? Will they give up instructional time to show the video? Cost? NC charges \$8 per entry which covers everything. MET grant. ATMNE money available as seed money. Tap into PTOs for supporting students that have money issues. Often schools support it. Protocols around volunteers and support – clean and clear rules for every part? Have a timeline and a brochure and a judge’s worksheet. Higher ed involvement? Depends on who we get connected with and their policies.	
Opportunities	parent involvement in an academic event, generate excitement for students, focus on K-5 and choose HS to host and have HS students volunteer, low achievers have opportunity to participate, teachers see VCTM to involve,	

	VCTM in spotlight and build passion for math, k-5 and k-8 opportunity, more connection between students, challenge for students who need more, cool idea to bring math students together, allows for kids that need more time and don't have opportunities, big opportunity for HS students to attain evidence to show proficiency in Transferable skills and math proficiency through a flexible pathway.	
Concerns	students too busy already, capacity to pull it off, 1-2 day competition might have more buy in, HS participation difficult, Elem already have a lot – how different, cost concern – to keep it in mind for the organization, clarity around expectations of fair, board energy, survey students to see if there is support, HS things already exist that are rich and we don't encourage them, taking on that might not have appeal, all grade spans a concern, teachers recommend students that are high achieving students, where is the time, talking about extremely different models.	
Warm Feedback	detail is nice and helpful; like the October exhibit of winning projects at conference; reasonably spelled out; good publicity focus to build into our protocol;	
Cool Feedback	liability issues for young students; make sure judges lunch arrives on time; lost on what makes a math fair – math research or modeling or a problem – unclear on how to start with a concept and find something new; getting judges is difficult – pre-service teachers?; consistency of judging – understanding math and giving feedback;	
Check-In	What makes us think that HS students would be interested in participating? I think we can drum up 10 HS kids the first year. 30 entries K-12 is doable. There is no expectation for schools to participate. Would it need to have to have adults and awards, or feedback from peers? Up for discussion. This can be a fun competition about academics. Make it energy with math in the room. Part of the reward is just being there; have fun with it.	
Next Steps	See some examples at different grade levels – photos; see a vote happen; exploratory at schools around the state about interest; figure out how to sell it; be careful about putting too much on the plate; have rubric developed for a good project at the HS level; make it what we want to make it.	<i>Christine made motion that all board members chat with teachers and students to feel out interest for report out in January board meeting, Sue seconded; motion</i>

		<i>withdrawn. Kate made motion to run fair in 2017, Katie second; motion approved, unanimously.</i>
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2:45            Retreat Assessment and Closing Comments

Upcoming Board Meetings for 2015-2016

Meeting BY PHONE January 12 (Tues) 7:00-8:30pm

Meeting BY PHONE February 16 (Tues) 7:00-8:30pm

Face to Face Meeting April 6 (Weds) 5:00-7:30pm

Face to Face Meeting May 25 (Weds) 5:00-7:30pm