

Montana ASCD
Board Meeting Minutes
December 4, 2015
9:00 a.m. – 12:30 p.m.
SAM Office - 900 N. Montana Avenue, Helena

1. **Welcome and Introductions (Steve) (9:10)**

Present: Steve Engebretson, Diana Knudson, Jeff Blessum, Scott Dubbs, Jerry Scott, Robin Arnold, Robin Miller, Gary Wagner, Pat Audet, Andrea Meiers, Kim Stanton, and Jael Prezeau.

2. **Approve Agenda (action) 5 minutes**

Diana Knudson moved to approve the agenda as presented. Scott Dubbs seconded and the motion carried

3. **Assign Timer. (Steve) (NOTE: Executive Director records minutes)**

Robin Arnold volunteered to be the timer

4. **Approve minutes of June 15 meeting (action) 5 minutes**

Kim Stanton moved to approve as corrected, Robin Miller seconded and the motion carried to approve the minutes as amended

5. **Introduction to MTASCD (Steve) 10 minutes**

Steve reviewed the mission and vision statements from the Constitution and By-laws. He said the constitution and By-laws was last revised in 2002 and should be reviewed and perhaps revised. Steve also reviewed the MTASCD flyer and membership form. The importance of knowing who the MTASCD members are and who is the board was discussed. It appears that right now those who are present are considered board members. Jeff Blessum inquired about national and MTASCD dues. Scott Dubbs reviewed the MTASCD.org web site where information on dues and how to pay as well as other information can be found.

6. **Introduction to ASCD/affiliate information - Videos (Scott) 20 minutes**

Scott showed the group a ASCD video and reviewed information shown. Said although he was just a teacher at that time, he decided to become a member because of the ASCD publication Ed Leadership as well as other information and services ASCD provides. Scott mentioned that ASCD and MTASCD include administrators, teachers, curriculum directors, higher education, and all educators. He also did a quick review of the MTASCD.org web site. Scott stated that we cannot network without members and connections and the web site will help. He pointed out that there is a link to a site only accessible to board members that should probably be reviewed. Scott stated that he is not sure the site is needed because MTASCD should be transparent.

Scott also reviewed the Google doc folder he put together with information sent to those present and how to access the site on line. He said the folder also has access to old MTASCD files as well as ASCD handbooks and information

7. Elect new President-Elect (action) 10 minutes

Steve mentioned that in 2011 the vice president position was eliminated because duties were the same as president elect. Steve said he just started the president position his term runs for two years. Steve called for nominations for a new president elect. When no nominations were given, with the group's approval, Steve said he would email a call for nominations for president elect.

Scott requested that the nomination be move the to number 12 on the agenda. Steve and the group approved the request.

Robin Arnold asked if Steve would review what the position involved and he went over what the present constitution states.

8. Review contract with SAM, discuss/explain SAM's role with MTASCD, etc. (Scott & Gary) 15 minutes

Scott Dubbs reviewed the history of the steps taken to become a part of SAM. He said this was in part necessary because of the resignation of Cassi and the realization that MTASCD needed help in doing the duties Cassi was contracted to perform. Scott said it took more than a year to look at process and legalities in order for MTASCD to become a part of SAM.

Gary Wagner reviewed the contract with SAM. Some of the services provided in the contract include working and correcting records of membership, dues, payments, collecting MTASCD mail, receiving and sending emails and maintain the list serve,

Questions that came up included how the contract will affect our constitution and what will be the chain of command for various duties. The group was assured that such questions will and should be worked out in the future.

Robin Arnold expressed that she felt the contract is a good move for MTASCD. She wondered if her dues to SAM for membership as a principal would apply to MTASCD and how SAM organizations affect the budgets of its many organizations. The question of benefits of belonging to more than one of the SAM organizations was also brought up. Robin Arnold said she agreed on how valuable the ASCD national newsletters and the leadership publications are. The group spoke to the past benefit of having the MTASCD board meeting on a Thursday evening followed by the Friday morning A – Z meeting. This allowed those attending would only have to take one day off from school. It was suggested that perhaps the A – Z meeting be called something else so people realize it is not just for curriculum directors, but all aspects of education. Pat.

Andrea Meiers mentioned the value of the A – Z meetings which allowed for networking with others.

Steve reviewed the two questions in the minutes of the last meeting: What should MTASCD look like and what will it provide for its members.

Scott said he updated benefits of belonging to MTASCD on the membership page of the new MTASCD.org web site.

9. Executive Director report (Jerry) 10 minutes

Jerry Scott reviewed how he obtained the position after Jan Thompson resigned due to family needs. He said the national ASCD required affiliates to have an executive director so he volunteered for the position in order to fulfill that requirement. He said the main thing he has been working on is to complete the paperwork needed for national ASCD and trying to see if MTASCD can once again become active in the state. He is always open to whatever needed by the organization. Steve and Scott both said they appreciated Jerry taking care of a number of required paperwork that national required keeping viable MTASCD as a national affiliate. The reimbursement of expenses will be brought up in the constitution review committee.

10. Relationship with OPI (Jael) 10 minutes

Jael presented and reviewed information folders handed out to those present. Jael said she cannot be a member of the board because of her OPI position. She felt that MTASCD is a service and support organization. Jael reviewed grants for funding service and support organizations that she is presently working with including the information given on Montana's strategic direction.

11. BREAK - 15 minutes

12. Officer and Executive Director duties. (Appoint committee) 10 minutes

Steve said that during the break Robin Arnold said she was interested in becoming the president elect.

Jerry Scott made a motion to have Robin Arnold become the MTASCD president elect. Kim Stanton seconded the motion. Steve asked if there were any further nominations and hearing none he called for the vote. The motion was approved by all present.

Steve called for volunteers for a committee to review the officer and executive director duties. Jerry Scott, Robin Arnold and Scott Dubbs volunteered with the mandate to review this and the constitution within the next couple months.

13. MTASCD Constitution and By-laws revisions (Appoint committee) 10 minutes

Jerry Scott, Andrea Meiers, Kim Stanton, Scott Dubbs will become the Constitution and Bylaws Committee

14. Attend National Conferences (Pres, Pres.-Elect, Exec. Dir)? (action) 10 minutes

Scott Dubbs moved that the Executive Director, President, and President-Elect attend the National ASCD conference in Atlanta on April 2 – 4, 2016 with registration and expenses paid for by MTASCD. Robin Miller seconded the motion, which carried.

15. Create a schedule for meetings for the rest of the year. (action) 15 minutes

The following schedule was set:

February 16,th 2016 at 6 pm for the Board Meeting. February 17th from 9 am - noon for the A – Z meeting. Both will be held in Bozeman.

The executive committee has been meeting at the SAM office at 10 am every last Thursday of the month. Their next meeting is scheduled for January 28th. The Constitution and Bylaws and Job Position Committees will meet that same afternoon at 1 pm.

April 14th at 6:00 in the Helena SAM office for board meeting. A – Z will meet on 15th from 9 am – noon.

September 2016 board meeting will be on the 29th at 6:00 in Helena followed on the 30th for the A – Z meeting from 9 – noon.

The 2016 December meeting will be held on the 1st at 6:00 for the Board Meeting and the 2nd at 9 am – noon for the A – Z meeting. Both meeting are to be held in Bozeman.

16. MTASCD partner with SAM for Administrator's Institute July 25 – 28 and/or other conferences (action) 15 minutes

Robin Arnold moved that MTASCD play a role in the SAM July 25 – 28 Administrator's Institute. Diane Knudson made the 2nd and the motion was carried.

The discussion on bring in a national speaker on best practices will be addressed at next meeting, perhaps partnering with MBA.

17. Summer Board retreat? (Possible action) 10 minutes

Scott Dubbs moved that the MTASCD board retreat be held on Monday, June 20th at 5 pm in Bozeman, Jeff Blessum made the 2 and the motion carried.

18. Review proposal from Keith/Marilyn for a fall AdvancED workshop sponsored by MTASCD (Keith & Marilyn) 10 minutes

Marilyn King called in to visit with about AdvancED and the possibility that MTASCD partner with the group at their next conference.

Marilyn said she is an evaluator for AdvancEd along with Brenda Koch and Dan Siebert. Marilyn is willing to work with MTASCD if we are interested. The workshop is will be held at the end of September in Bozeman. AdvancED already have sponsors willing to pay for

food. Marilyn feels that the conference focuses on best practices and should be a good fit for MTASCD. She suggested MTASCD might help sponsor a speaker. Steve said we are not able to make any commitment at this time. Marilyn was asked to forward information to Steve. She said she will do so and mentioned that one can also Google the organization for information. Marilyn will send last year's agenda to the group. Marilyn reported that AdvancEd is a volunteer accreditation process that replaces the old Northwest Accreditation process. However, it does not replace the OPI Accreditation process.

Marilyn asked to remain on the phone for the rest of the meeting.

19. Other business?

Scott moved that at this time MTASCD not commit on AdvancEd but instead place our efforts on summer institute and MTASCD meetings. Robin Miller made the 2nd and the motion carried.

20. Adjourn Board Meeting (12:15)

At this time Walter McKenzie phoned in from the national ASCD.

21. BREAK - 15 minutes

A-Z Meeting

12:15 p.m. Convene A-Z meeting (for those who are able to stay).

1. Lisa Scott Presentation **30 minutes**
2. Roundtable Share **45 minutes**

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