

**MINUTES**  
**North Dakota Teacher Center Network**  
**October 18, 2007**  
**3 – 8 p.m. CST**  
**Minot Area Teacher Center**

**I. Participants**

Directors in attendance were NDTCN President Marty Odermann-Gardner, NDTCN Vice President Doris Griffin, Pat Beil, Mary Geffre, Darlene Schwarz, Sandra Schilke, Deb Sisco, Valeria Becker and Leah Krauth. Advisory Board members in attendance were NDTCN Financial Representative Dr. Kris Warmoth and Glenda Fauske. Also in attendance were Tom Geffre of Mayville State University and Dana Schaar of Clearwater Communications.

**II. Welcome & Call to Order**

Odermann-Gardner called the meeting to order at 3 p.m.

**III. Approval of Minutes**

Griffin moved to approve the minutes of the May 21, 2007, meeting. Sisco seconded the motion, and it passed.

There was discussion about any negative impact from not having a NDTCN booth at the NDEA conference this year. After discussion, the NDTCN agreed that the brochures were a better marketing tool than a booth.

**IV. Center Reports**

Minot Area Teacher Center/Deb Sisco – The center didn't buy the poster maker mentioned at the last meeting because of the cost and availability of others in the area so the purchase has been tabled. The center is getting ready for a temporary move for a heating upgrade. Membership letters for the year have been sent out. There is an October class for career tech, and the center is working with the REA. The center just finished Hostfest activities: a camp for 70 students (camp lasted five hours for two days and concluded with four evening performances at Hostfest), and assistance in getting Hostfest presenters into classrooms (serving over 8,000 students throughout the week). The January in-service with a "cornerstones of education" theme will have three general sessions and three hours of breakout; this also involves working with the REA. The center with REA help is working on a six-week course for credit, which will serve 750-800 teachers (student teachers required to attend). Sisco is working with the REA, but their roles are not intertwined and neither is taking over the other.

Lake Region Teacher Center/Doris Griffin – The center is going for the year, but things are in transition. The REA officially took the center under its umbrella and hired Griffin for an additional day per week. The REA wants Griffin to take over the January in-service and provide more professional development, including in the classroom. There is still work to be done to better define the job requirements and funding stream. Members have been asking how to join the center, but a fee schedule hasn't yet been approved. An August in-service provided a half credit through Minot State, and the January in-service will provide another half credit. The Advisory Board members and director are all looking forward to making a smooth transition, although, at this time, there are a number of things that need to be worked out.

Bismarck Area Teacher Center/Darlene Schwarz – Schwarz produced a center brochure she uses for marketing when she goes out to do presentations about the center. She reported that there is approximately \$1 million in district media library resources available for check out

through the center. Her primary mission is to get word out. She is reaching out to private schools and is also working with student teachers. She serves on a number of committees/advisory boards. There is no longer any distinction between the Bismarck media center and the teacher center, although initially there was a struggle with center policy board about not being seen as a separate entity. However, Schwarz says the policy board saw the benefits of the partnership because of increased center membership and use by teachers.

Williston Area Teacher Learning Center/Sandra Schilke – Professional development continues to be the focus of the center. Summer workshops for credit were attended by more than 80 educators. Class offerings included Developing Mathematical Ideas, Creating Lifelong Learning and Ruby Payne workshops. The January in-service will feature Linda Tilton (Sisco and Odermann-Gardner both recommended that Tilton's books be purchased and used for the in-service). The January in-service receives additional support funds provided by the Williston State College Foundation and the Great Northwest Education Cooperative. The Teaching American History grant continues with 30 teachers. The center ordered a new die-cut machine, which is loaned out to schools. The center is connected with the REA (sharing office) and works hand-in-hand but is still a separate entity.

Mayville Teaching Learning Center/Mary Geffre – The center has been remodeled with new carpet and donated furniture. Geffre is almost done purging old books from the 1930s-40s. The center sent two people to HIV training in Bismarck, and the center has held one training has so far. The die-cut machine is used at the center. Membership letters were sent out, and most renewed. The center has worked on a nature trail experience for fourth graders (worked closely with student teachers and interns at Mayville State). The center is connected to Mayville State Education Department (work side-by-side, share space). The center has also been working with the Grand Forks REA (Tom Geffre serves on the governing board and in-service committee). The Grand Forks REA wants the center to maintain its activities and has asked Mayville State to host its January workshop.

Valley City Area Teacher Center/Pat Beil – Beil operates both the center and the REA. She said the small REAs get very little money and are therefore struggling. Center membership has stayed pretty much the same, and districts that belong to another REA still maintain their center membership. The Ellison machine remains popular and travels the whole year (charge of \$100 per year per site). The center has already held seven HIV workshops out in the districts. Summer included poverty workshops and StarLab training. The fall in-service was cancelled because of speaker travel problems but was rescheduled the first week in June. The January elementary in-service will feature Linda Tilton on differentiated instruction while the secondary in-service will focus on reading in the content area with a presenter from McREL. The reading conference scheduled for April in Jamestown will include follow-up sessions that day; universities are providing help for the sessions (charging only \$50 for each facilitator). Beil said there is a distinction between her work for the center and REA but that she can't break down hours for each. She has worked full-time for both for three years, and it is a struggle to find help although she does have a new work study student. For the first time, the center has offered a cafeteria plan for in-service hours. Beil has turned in her resignation effective June 30. There are major meetings happening between the REA and center to figure out what to do once Beil retires.

Wahpeton Area Teacher Center/Leah Krauth – Krauth does not have a good relationship with the REA. The center does not offer much for professional development; primarily it happens through teachers going outside the region for professional development and being refunded their fees. Most public schools have paid the center membership, and private schools have

been sent letters. Even though the center does not have an Ellison machine, Krauth can use the one at the elementary school if there is a request for it. The secondary teachers do not use the center as much as the elementary. A few secondary teachers do use the resources, but the focus seems to be on elementary teachers. The center has been having one grade per year come in to exchange resources for four hours on a Saturday afternoon; if the teachers like a resource, the center purchases it. Secondary teachers don't use the center. Krauth is working 25 hours per week. She is focusing on contacting schools and attending faculty meetings to introduce herself as the new center director. This year there is no student help so Krauth has spent a lot of time cutting out laminate. The NDTCN recommended that she discontinue this practice.

Grand Forks Area Teacher Center/Valeria Becker – Becker is working on organizing the office and resource area. The center has money to hire a work study student. An HIV training will be offered in December for student teachers. She is working on getting the policy board back together. She has met with Lyn Willoughby, past director, which was helpful. Becker works 20 hours per week and also has a full-time job at the UND Student Success Center. The center will send out membership letters in November.

West River Teacher Center/Marty Odermann-Gardner – The center has had two moves in the last year. Teachers were upset about moving from the north campus, and there are new challenges to do the same work they have been doing. The center offered more than 30 credit hours this summer in Murphy Hall. With the move, the center kept objects and kits but transferred other resources to the library. The center is working on a procedure to allow center members access to electronic resources from the Dickinson State library, which teachers should like. The center works closely with the REA – the center is involved in every REA activity. Which organization leads a project – the center or REA – depends on which has the time. There will be two fall workshops and another in January. Linda Tilton presented in August. The center has an Ellison machine and laminator (center members receive 10 free feet every year). Dickinson State puts a lot of money into the center and subsidizes it quite a bit. The center newsletter has been printed for years but will go paperless in December. The center will still print its summer catalog. The major grants have finished so they are looking at new funding opportunities. The center is working with pre-service and nursing students on HIV. The center has a “world voices” project with international students for sixth graders (350 students for an hour and a half presentation, culminates in a pageant, adding learning management system this year). The skeleton and planetarium are checked out the most. The center works with study groups for credit, similar to a cafeteria plan. There is a career and technical education grant underway.

## **V. Financial Report**

Warmoth distributed the 2005-2007 fiscal summary and the current fiscal summary for review. She and Odermann-Gardner decided to split all of the DPI allocation among the nine centers for 2007-2008 instead of allocating the usual \$10,000 for NDTCN operating costs because of the carryover in marketing funds from 2005-2007 (\$4,988.16).

Griffin will talk to Jeff Long about the ND Game & Fish reimbursement to the centers.

Schaar presented the 2007-2008 advertising summary. To date, advertising revenue is \$13,300, an increase of \$1,675 over all advertising revenue for 2006-2007. There was a discrepancy of \$250 between the reports from Schaar and Warmoth. They will work together to reconcile the reports.

Sisco moved that, if centers are contacted by non-partners to advertise in the center newsletter for a local function, non-partners will be charged \$50 per ad per issue by the center. Griffin seconded the motion, and it passed.

## **VI. Other Reports**

The NDTCN discussed a mentorship program for new director training. Odermann-Gardner said that DPI liaison Valerie Fischer wanted the NDTCN to ensure new director training took place soon. Griffin moved that new directors Becker and Krauth each visit another teacher center in the next three weeks, that they be paid mileage and a stipend of \$125 by the NDTCN (because mentoring is in addition to regular center hours), and that they present a report on the mentoring process at the next NDTCN meeting. Geffre seconded the motion, and it passed. Becker will visit Griffin in Devils Lake. Krauth will visit Beil in Valley City.

Griffin moved that the NDTCN pay new director mentors a stipend of \$125 (because mentoring is in addition to regular center hours). Schilke seconded the motion, and it passed. The new directors will send questions to their mentors prior to their visits. The new directors must e-mail Warmoth after their visits as verification in order to receive the stipend and mileage reimbursement.

Fauske reported that Project Learning Tree training will be held on Oct. 19 from 8 a.m. – 12 p.m. She brought Project Learning Tree binders for all the directors and will distribute them after the meeting.

Sisco reported that the HIV/AIDS training held Oct. 3 in Bismarck was good. Griffin also attended. Trainers are required to attend the training, and Center directors are required to know about updated HIV/AIDS resources.

## **VII. Business Items**

The NDTCN reviewed the draft annual report. Changes to the draft were recommended for membership categories and income and expense line items to ensure centers were reporting comparable numbers in each category. The revised annual report will be distributed via e-mail for final approval.

The NDTCN recommended the following changes for the 2007-2008 annual report: include NDTCN financials and centers' cash-on-hand balance. The school district list will be used to identify members next year.

Schaar reported that 800 NDTCN brochures were left from the summer printing. Directors took approximately 600 for distribution, and Schaar kept the remaining 200.

Griffin reported that Marketplace for Kids will advertise in the statewide newsletter, and she distributed Marketplace materials to all the directors.

Griffin moved to accept the 2007-2008 advisory board: DPI Liaison-Valerie Fischer; NDEA Representative-LeAnn Nelson; ESPB-Beverly Sandness and Janet Welk; Administrators Group-Dr. Doug Johnson; Continuing Education-Dr. Kristen Warmoth; Dickinson State University-Dr. Doug LaPlante; ND Senator-Sen. Larry Robinson; ND Representative-Rep. Ole Aarsvold; and ND Forest Service-Glenda Fauske. Beil seconded the motion, and it passed.

Odermann-Gardner asked for volunteers for a committee to review and recommend changes to the website. Committee members include Sisco, Schilke and Schwarz. Schaar will coordinate

the committee. Sisco will coordinate ITV for committee meetings. The committee will present recommendations at the next NDTCN meeting.

Sisco moved that Clearwater Communications present a grant writing proposal for a NDTCN project at the next meeting. Beil seconded the motion, and it passed.

After reviewing the NDTCN mission and goals, there was consensus that the mission and goals still accurately reflect the activities of the centers. The NDTCN also discussed the future of the NDTCN and will continue the discussion at the next meeting.

Becker asked the other directors for ideas for a membership drive per a request from her policy board. Suggestions included: sending the first newsletter of the year to any school in the area and including membership information and benefits, including an individual membership option if a school doesn't join; sending information via e-mail; sending an invoice and brochure; offering to do a presentation at a school or host a faculty meeting at the center; sending statements (when membership is well-established) and making follow-up calls to those who don't rejoin. Some centers solicit membership in the spring, but most do so in the fall.

It was reported that the Project WET kits will not be updated, and centers can distribute the kit materials to science teachers or others who could use them.

Sisco will set up a list serve just for directors to exchange ideas. Sisco will also update the network list serve to include the new directors and Schaar.

The new directors had questions about the budgeting process. In response, the NDTCN consensus was that all funds received by a center should be used within the year the funds are received with very little, if any, carryover of funds to the following year.

### **VIII. Adjournment**

Sisco moved to adjourn the meeting at 7:30 p.m. Becker seconded the motion, and it passed.