

MINUTES
North Dakota Teacher Center Network (NDTCN)
May 19, 2009
10 a.m.-3 p.m. CDT
Hughes Educational Center, Bismarck

Participants

Teacher center directors in attendance were NDTCN President Marty Odermann-Gardner, NDTCN Vice President Deb Sisco, Mary Geffre, Valeria Becker, Darlene Schwarz, Jennifer Carlson, and Sandy Zahn. Advisory Committee members LeAnn Nelson, Valerie Fischer, Doug LaPlante, Doug Johnson, Rep. Bob Martinson, Beverly Sandness and Glenda Fauske attended, along with Tom Geffre of Mayville State University, Financial Representative Kris Warmoth, and Dana Schaar and Alexis Brinkman of Clearwater Communications.

Welcome & Call to Order

President Odermann-Gardner called the meeting to order at 10:05 a.m. Introductions were made.

Approval of Minutes

Geffre moved to approve the minutes of the December 9, 2008, meeting. Sisco seconded the motion. Motion carried.

Financial Report

Sisco moved to approve payment of meeting-related bills (director travel, packets, lunch, etc.) and payment of \$500 to the West River Teacher Center for the president's stipend. Carlson seconded. Motion carried.

There was discussion about the financial report as follows:

- Odermann-Gardner opened discussion on distributing some of the accumulated advertising revenue to the centers. Previous discussions suggested leaving a \$5,000 cushion in the account, but the current amount is much higher.
- It was decided to wait until the fall meeting to make a decision on disbursement of excess advertising funds.
- Schaar reviewed the 2008-2009 advertising summary.
- LaPlante suggested that the financial report sheet be reworked to better reflect the different income sources. Warmoth and Brinkman will work on this before the next meeting.

Other Reports

DPI

Fischer reported that though the NDTCN identified a need for \$360,000 for the biennium, the governor's budget recommendation included a little less. However, NDTCN asked for and received the full \$360,000. Odermann-Gardner testified in both the House and the Senate. Fischer noted that Odermann-Gardner did a great job in her presentations and was able to give some great front-line information about the benefits the NDTCN offers to teachers, and the packets were great and full of information. Fischer thanked the group for the great effort and for contacting their local legislators. The \$360,000 provides a \$5,000 increase in annual funding per center. Fischer also noted that the funding flows through the DPI to the centers, and the DPI has never had any intention of retaining an administration fee.

Rep. Martinson also noted he was happy with the conciseness of Odermann-Gardner's report and impressed with the NDTCN printed materials.

HIV/AIDS

Fischer reported funding for HIV/AIDS training will continue as it did the past year. There is a little extra carryover, so if anyone wants to do an extra training there are the funds available. Right now there is \$35-36,000 allocated for next year. The HIV/AIDS training position is open.

Other HIV/AIDS related discussion was as follows:

- Sisco noted that she went to Williston to work with a prospective trainer and thinks it went well and they are on board. All centers should now have a trainer.
- Becker asked if there is a central place where the trainings are listed so student teachers have options on where to attend the training. There is not at this time.
- There has been some concern about how often teachers are to be educated; however, there is no requirement in law except that all school staff must be educated. It does not specify how often. Standard practice has been to offer the training annually or biannually, depending on turnover of staff. DPI lets districts choose what they need to do to meet their needs.
- DPI is working on some curriculum rewrites that will include more than just HIV/AIDS. The funding mechanism would remain the same for the program.

ESPB

Sandness reported ESPB is excited for HB 1400, as it is a great boost for professional development. The new coordinator will be housed in Sandness's office, and the job posting is on nd.gov. The professional development will focus on mentorships or instructional coaching. Money for national board certification is also included in HB 1400 (\$102,000). Although the funding wasn't as high as requested, it is definitely a start. Sisco asked how this new coordinator would work with the NDTCN. Sandness said the new coordinator will be starting Aug. 1, and she will pass that question along. Fischer suggested this issue be placed on the fall meeting agenda and the newly hired individual be invited to discuss this. A synopsis of the bill by Jerry Coleman is available on ndcel.org.

Sandness said ESPB is working on updating/creating professional development standards. They are referencing the national standards.

Sandness also noted ESPB is still working on the online application process, and they don't want to put it out until it is perfect. They also have been working with NDSU, UND, and MSU special ed to put some courses online.

Sandness mentioned she has never been so busy with out-of-state and international inquiries about teaching in North Dakota. She was not able to predict how many openings there will be in the coming school year, but Johnson mentioned that there will likely be increased need for science and math teachers due to the new graduation requirements.

Other

Johnson thanked Martinson for his work in the legislature. He also mentioned one of the issues North Dakota faces is declining enrollments in smaller schools and reduced funding. He said these schools are still important, and the teacher centers will play a role in assisting these schools in the future.

Fauske reported she has had some problems with teachers being unable or unwilling to register for programs online. She will advise teachers in the future to call the universities to register, because it is an issue that needs to be addressed. Online cannot be the only way to register, and all teachers must be accommodated. Warmoth will contact UND and NDSU about this issue.

Business Items

Legislative Appropriation Update

Valerie noted the president's stimulus package is out and money is coming into the state. School districts and several other entities are getting a lot of money, and centers are encouraged to be at the table during the discussion on how to spend that money. Funding is supposed to be focused on one-time spending projects rather than hiring (remodels, training, technology, etc.).

Network and Center Funding

Schaar reviewed the annual contract between the NDTCN and Clearwater Communications. The current contract for this fiscal year is \$650/month (\$7,800 a year), and Clearwater requested a 3 percent increase for the next fiscal year (\$670/month). Odermann-Gardner noted how important Clearwater's services were to the president and the organization and recommended the 3 percent increase be accepted.

Sisco moved to accept the Clearwater Communications request for additional funding of 3 percent for next year for a total of \$670/month, seconded by Schwarz and Becker. Motion carried.

Clarification of NDTCN Goals

Odermann-Gardner stated that accountability is very important because of government funding NDTCN receives through the DPI.

Schwarz moved to add a fourth goal that would say "to provide practicing teachers and education students with access to instructional resources and educational equipment," and Zahn seconded. Motion carried. Schwarz moved that goals 2 and 4 say "practicing teachers, education students, and other educational personnel" instead of other language. Zahn seconded. Motion carried.

Fauske moved to add "federal" to the second goal. M. Geffre seconded. Motion carried

Constitution and Bylaws Revisions

Odermann-Gardner reviewed the proposed revisions to the NDTCN constitution and bylaws. Additions to the proposed changes were as follows:

- Article II: Revise goals as approved in prior motions.
- Article V, Section 4: Replace "required" with "expected".
- Article VI, Section 1: Add "s" to "Position."
- Article VI, Section 1, Subsection B: Add "ND" to "TCN Constituents" and Tribal Representative as a separate bullet.
- Amendments: Update language in amendments to reflect revisions to Article II in the constitution.
- Amendments, 1.b: Add "advisory/ before "policy board".
- Amendments, 2.a: Replace "evaluation" with "evaluation and/or assessment".
- Amendments, 2.b: Add "print copy" prior to "e-mail".

Deb Sisco moved to approve all proposed revisions with changes identified above to the constitution and bylaws. M. Geffre seconded. The motion carried by a unanimous roll call vote.

Annual Report Forms Approval

Schaar reviewed the annual report amendments checklist. Those present agreed to the following changes to the checklist:

- Amendments checklist: Add an Other Activities chart to the evaluation form.
- Amendments checklist: Add a Months of Operation section.

Schaar noted that a preliminary checklist was due June 15, 2009. The final checklist, financial report, partner list and school district list are due August 1.

Newsletter Recommendations 2009-10

Schaar recommended that advertising rates remain the same for next year, which all present agreed to.

Schaar also noted the state newsletter must be posted to the center websites by the 10th of each month.

Carlson noted the newsletter is too large to be sent in an email. Schaar said Clearwater Communications will work on making it smaller, but it is probably best to just email the link to the web page where the newsletter is posted.

Sisco suggested adding a hit counter to the NDTCN newsletter webpage.

Brochure Status

Schaar reported there are 362 brochures left. Anyone in need of brochures should contact Brinkman.

ND Game & Fish Partnership Opportunities

Sisco reported the ND Game & Fish is willing to pay each center \$200 per year, but needs a report submitted in June on what centers did with the money. Sisco has hosted a habitats in North Dakota class in the past and will forward the class information to the other directors. M. Geffre moved that Sisco submit the funding request to ND Game & Fish, the money will be sent to Warmoth, and then Warmoth will distribute \$200 to each center. Zahn seconded. Motion carried.

Sisco also noted that Jeff wants to know what is in each center's trunk and the condition of items to make sure the trunks are still up to date.

Election of New President

Odermann-Gardner announced that Sandra Schilke has resigned, as has M. Geffre, as she previously reported.

Nominations for president were opened. Fischer nominated Sisco, and Sandness seconded. M. Geffre moved to cast an anonymous ballot for Sisco. Sandness seconded. Motion carried.

Vice-President nominations were opened to replace Sisco to complete the final year of her term. Odermann-Gardner nominated Zahn. Fischer seconded. Motion carried.

Other

Schaar reminded the NDTCN that individuals are needed for the Tribal Representative and Education-at-Large positions on the Advisory Committee. Fauske, Sisco, and Nelson will work on filling the positions. They will look to find someone with special education expertise.

Odermann-Gardner moved NDTCN purchase a one-year Survey Monkey subscription. Fischer seconded. Motion carried.

Sisco will work on creating a needs assessment over the summer.

The director stipend was discussed, and it was decided it should only be used for meetings held 'beyond a workday'.

Advisory committee reimbursement was discussed. Fischer moved to pay advisory members' travel and meeting expenses if so requested. Fauske seconded. Motion carried.

Sisco presented M. Geffre with a certificate of appreciation for her three years of service.

Next Meeting

Those present seemed to prefer holding the fall meeting not in conjunction with the NDEA conference, but rather on a Wednesday in late September or early October in Bismarck. Brinkman will use Meeting Wizard to identify the best date: September 23, 30, or October 7.

Items for the fall meeting agenda are:

- ND Game & Fish trunks
- Facebook demonstration-Becker
- ESPB professional development coordinator presentation
- Small school needs presentation-Johnson
- Discussion of center resources and partnerships
- Presentation on money available in HB 1400-Johnson
- Discussion of what centers are doing electronically

Adjournment

Odermann-Gardner moved to adjourn the meeting at 2:35 p.m. Sandness seconded. Motion carried.

DRAFT