

MINUTES
North Dakota Teacher Center Network
May 21, 2007
10 a.m. – 3 p.m. CST
Hughes Education Center, Bismarck

I. Participants

Directors in attendance were NDTCN President Marty Odermann-Gardner, NDTCN Vice President Doris Griffin, Pat Beil, Mary Geffre, Darlene Schwarz, Sandra Schilke and Deb Sisco. Jim Torkelson represented the Grand Forks Policy Board. Advisory Board members in attendance were NDTCN Financial Representative Dr. Kris Warmoth, DPI Liaison Valerie Fischer, Andrea Pena, Glenda Fauske, Bev Sandness, and Dr. Doug LaPlante. Also in attendance were Tom Geffre of Mayville State University and Dana Schaar of Clearwater Communications.

II. Welcome & Call to Order

President Odermann-Gardner called the meeting to order at 10 a.m.

III. Approval of Minutes

Beil moved to approve the minutes of the Jan. 5, 2007, meeting. Griffin seconded the motion, and it passed.

Odermann-Gardner asked for approval to adjust the agenda. Fischer moved to approve moving "other reports" prior to "center reports" and include discussion of Project Learning Tree at lunch. Beil second the motion, and it passed.

IV. Financial Report

Approval of Bills

Treasurer Warmoth presented the NDTCN fiscal summary. She was asked to check on the reimbursable mileage rate. Griffin moved to pay Odermann-Gardner the \$500 specified in the constitution for serving as president. Warmoth second the motion, and it passed. Also approved for payment were bills of \$250 to Lyn Willoughby for website services, \$30.05 to Flash Printing for meeting copies, and \$113.25 to Country House Deli for the meeting lunch.

Advertising Financial Account

Schaar reported that the advertising revenue for 2006-2007 was \$11,625 with all accounts paid.

V. Other Reports

Legislative Report

DPI Liaison Fischer reported on a positive outcome of the legislative session with NDTCN receiving the requested \$276,000 for 2007-2009 (an increase of \$46,000 over the previous biennium). Odermann-Gardner testified before the House and Senate using the legislative piece and brochure. She explained there was a discrepancy on the legislative piece related to the Fargo funds not being allocated and that she was able to explain this in a follow-up e-mail to legislators. Fischer said there is a need to look strategically at spending over the next two years and not have money just sitting in the account.

New Director Training

Fischer said that new center director training has only occurred once during her term and that she believes a more appropriate avenue would be a mentoring relationship between new and experienced directors. DPI would continue to have oversight over the process to ensure the mentoring takes place. Fischer said particular concerns are the involvement of the centers' policy boards and their knowledge of responsibilities. Vacant director positions are also a major concern, according to Fischer.

HIV/AIDS Funding

Andrea Pena of DPI explained that, with the increased funding, centers are now required to offer a minimum of one four-hour HIV/AIDS training per year. She will e-mail the directors her contact information and provide assistance in scheduling training. The advertising handout will be e-mailed to directors. There will be a fall workshop for trainers, which directors are invited to attend. It will be held Oct. 3 in Bismarck, and grant funding will pay for travel expenses. Pena has new DVDs for each center, and she will e-mail the description electronically to the directors. She also recommended a cleanup of HIV/AIDS videos/DVDs and will distribute removal recommendations to directors in July.

A new curriculum called "Teens Caring for Themselves and Each Other," which focuses on the emotional and social aspects of teen life, has been approved for payment with HIV/AIDS grant funds. The 15-hour training will be held June 11-12 in Valley City, and information is also available from Beil, who helped write the curriculum.

Fischer said that there needs to be better geographic representation for curriculums with more trainers across the state. Possibilities include using IVN or training directors to assist with some activities for specific curriculum.

VI. Center Reports

Valley City Area Teacher Center/Pat Beil

There is a strong connection between the center and JPA, and Beil's hours are mixed between the two. There is an active policy board, which has good attendance (administrators are key for financials, and teachers help decide on purchases). Starting in December/January, the center produced a joint newsletter per a JPA request (mostly electronic, although some hard copies are delivered on campus). The center collaborates with the JPA for a cafeteria credit plan (schools submit activities that are publicized throughout area so any teacher can attend at any location and have opportunities for classes throughout the year). Summer classes include teens caring for themselves, poverty in education, StarLab (registration low). The center fee is \$25/teacher with a minimum of \$200; JPA cost is \$1,000 per school. The center staff is Beil with a work study student on occasion. The center offers many HIV/AIDS workshops, which are highly rated.

Minot Area Teacher Center/Deb Sisco

Sisco plans to use the extra center funding to purchase a poster maker (about \$6,000). Summer classes are being offered with Minot Public Schools and the JPA (StarLab July 10-11, HIV/AIDS July 16-17). The center is closed on Tuesday; it operates through the Adult Learning Center. Sisco is going back to the classroom next year. Next year the newsletter will be entirely electronic. Membership is \$175/district or \$25/teacher individually. Sisco has had a problem with home schoolers (amount of materials checked out and not always returned; lack of return also a problem with students). The center has a good working relationship with the REA.

Lake Region Teacher Center/Doris Griffin

There has been a stronger partnership between the center and JPA over the last few years, but they are totally separate entities. The JPA has proposed that the center come under it, with Griffin working three days/week (instead of the two days she works now). Under this arrangement, the center would take over the in-services for the JPA. Nothing has been decided yet. The center does HIV/AIDS training and assumed a UND grant for Native American training. Griffin works out of the special education office, and Devils Lake Public Schools handles the center budget. The newsletter is mostly electronic. The membership is \$20/teacher with a sliding scale if all teachers join.

Williston Area Teacher Learning Center/Sandra Schilke

The center's focus is professional development. The center is in charge of the January in-service. There hasn't been much demand for materials to check out. There are several summer workshops planned, including developing mathematical ideas, poverty training and brain learning. The newsletter is distributed electronically, and there is a listserv to contact teachers. Membership is \$250/school or \$125 for smaller schools. The center is working on a Liberty Fellowship grant for history related to education about Lewis and Clark. Schilke shares an office at the college with David Richter and works two days per week.

Bismarck/Mandan Teacher Center/Darlene Schwarz

The center has combined with the library media department, and the office has been rearranged to include separate reading and equipment areas. Schwarz has been holding open houses and going out to schools to market the center and will continue to do so next year. Traveling kits with K-12 student materials have also been developed. Membership starts at \$25 per teacher as well as a sliding scale for schools. She is approaching preschools for memberships as well. Schwarz reviewed all the center resources and sent dated materials to Africa. The center has a website calendar of local classes. Schwarz has not talked with the JPA.

West River Teacher Center/Marty Odermann-Gardner

The center has moved to the main Dickinson State University campus with the curriculum library moving to the Stoxen Library (the center kept the HIV/AIDS and water kits). All teacher workshops are held at DSU's Murphy Hall. The center works with many partners and combines with the REA for secretarial services. Odermann-Gardner meets regularly with curriculum directors for Dickinson and RESPs on classes with the center providing registration for all classes/teacher education in the region. A sampling of courses includes poverty, human behavior, reading conference and the Holocaust. The key to success for the center is partnership and professional development. The membership fees range from \$75-200 based on the number of teachers with \$10 for individuals. The newsletter is printed (and includes a registration sign-up form).

Mayville Teaching Learning Center/Mary Geffre

Geffre started in January. The center is located on the Mayville campus. She is in the process of reviewing the resource library to discard old materials. The center sponsors a fourth grade learning experience class and fall nature trail. She does work with the JPA and attends its administrative meetings. The JPA wants the center to do follow-up with teacher after its sessions, which the center is considering. There are several summer workshops on campus through the University of North Dakota. Membership is \$250 per school. The newsletter is printed.

Grand Forks Teacher Center/Jim Torkelson

Torkelson is the chair of the policy board and is in his second year. The board has been meeting monthly or bi-monthly to keep things operating. The board has advertised for a director but was holding off on a decision until this meeting. The board has continued to publish a newsletter, hold HIV/AIDS training, and check out materials, but it hasn't collected membership for three years. The center also sponsored a literacy workshop. The board has tried to work the JPA but nothing has developed. The board plans to hold a fall membership drive.

VII. Business Items

Booths

Griffin moved that NDTCN not have a booth at the NDEA Instructional Conference Oct. 17-19 in Minot. Sisco seconded the motion, and it passed. It was suggested that NDTCN ask partners, such as the universities or the North Dakota Forest Service, to display NDTCN brochures at their booths.

Griffin moved that NDTCN not have a booth at the Career & Technical Education Professional Development Conference Aug. 6-9 in Bismarck. Geffre seconded the motion, and it passed. NDTCN will pursue a similar plan for brochure distribution as identified for NDEA.

Brochure

Sandness said ESPB would like 1,000 brochures for distribution, including to new administrators at the fall meeting. Schaar reported the following quotes for reprinting the brochure: \$390 for 1,000; \$479 for 2,500; or \$627 for 5,000. Sisco moved to reprint 2,500 brochures with the addition of statewide newsletter advertising information and updated center contact information. Sandness seconded the motion, and it passed. Schaar will contact Wahpeton to update the information and then have the brochure reprinted.

Annual Report

Schaar asked for recommendations for any changes to the content or layout of the annual report as well as the forms completed by the directors. Sisco moved that the narrative form be revised to follow the minimum standards document. Beil seconded the motion, and it passed. Schaar will revise the annual report forms and send to directors for comment. The due date for sending completed annual report forms to Schaar will remain Aug. 1.

Newsletter Recommendations 2007-08

Schaar reviewed the recommendations for the statewide newsletter for 2007-2008, including adoption of a new header and changing the front-page guarantee format to allow more advertisers to participate. Griffin moved that all recommendations presented by Schaar be adopted and that the issue size not be limited to only three-six pages but rather be based on ads sold. Schwarz seconded the motion, and it passed. The advertising policy was clarified: all ads in the statewide newsletter must be paid, but the centers can provide no cost space in their own newsletters for partners or classes.

Grant Funds

The discussion of grants funds for NDTCN and the centers was tabled until the next meeting.

Clearwater Communications Contract

Sisco moved to renew the Clearwater Communications contract with the following changes: remove all references to researching grant opportunities and hosting the NDTCN booth at the

NDEA conference; add "maintain and make changes to the website" to contract duties. Schwarz seconded the motion, and it passed.

Advisory Board

Geffre will provide Schaar with the NDEA representative that will replace Joe Westby, and then Schaar will distribute the updated Advisory Board list. Odermann-Gardner will write thank you letters to Robinson and Aarsvold for their support of the NDTCN during the legislative session.

Marketplace for Kids

Griffin was contacted by Marilyn Kipp about the centers providing training for Marketplace for Kids, which is aimed at grades 4-6. Teachers can be trained in the program in about one-two hours, but it is difficult to get teacher buy-in for the program. Kipp is interested in having the centers provide the training, similar to Project Learning Tree. Griffin will contact Kipp and tell her that the centers are interested, but they require specific expectations and financial implications before a decision is made.

Social Marketing Materials

These materials will be prepared by centers as needed with no materials created for NDTCN.

Items from the Floor/Other

Schaar will contact Lyn Willoughby to take over as NDTCN webmaster to streamline the process.

Based on the DPI allocation of \$276,000 for NDTCN for 2007-2009, Sisco moved to allocate \$15,000 per center per year with the remaining funds allocated to the operating budget. Griffin seconded the motion, and it passed. The advertising funds will remain in that account.

Schilke and Beil will send their directors' contracts to Torkelson to help prepare the Grand Forks contract.

To support the mentorship of new directors, Sisco moved to provide reimbursement by NDTCN for new directors to travel to one-two sites for mentorship. Schilke seconded the motion, and it passed.

Directors should submit their reimbursements to the Water Commission.

Griffin will contact Jeff Long of the North Dakota Game & Fish regarding funds (\$200/year/center) that may be owed to the centers for this year and last year.

The next meeting will be held Thursday, October 18, in Minot. The tentative time is 3-8 p.m.

Election of New President

Sisco moved that Odermann-Gardner continue for another term as president. Griffin seconded the motion, and it passed.

VIII. Adjournment

Schilke moved to adjourn the meeting at 2:50 p.m. Sandness seconded the motion, and it passed.