Participants
Teacher Center directors in attendance were NDTCN President Jennifer Carlson, NDTCN Vice President Sandy Zahn, Cynthia Jelleberg, Dawn Olson, Darlene Pullen, David Richter, and Darlene Schwarz. Advisory Committee members Glenda Fauske, Mari Fridgen, Kim Jones, Peg Wagner, and Marilyn Weiser attended, along with Dana Schaar Jahner of Clearwater Communications. Directors not in attendance were Valeria Becker and Missy Hutter.

Welcome & Introductions
President Carlson called the meeting to order at 9:02 a.m. Introductions were made.

Approval of Minutes
Jelleberg moved to approve the minutes of the May 1, 2014, meeting. Pullen seconded the motion, and it passed.

Financial Report
Carlson reported on the NDTCN budget. Advertising revenue to date is $7,875. There was discussion about the possibility of directors covering travel expenses through their Center budgets instead of the Network due to reduced revenue, as well as the option of holding fewer in-person meetings and more using technology. There was consensus the Network should cover travel reimbursements for Advisory Committee members. This will be revisited at the May meeting.

Zahn moved to approve meeting expenses and travel reimbursements. Weiser seconded the motion, and it passed.

Schaar Jahner reviewed a summary document of newsletter advertising since 2004-2005. Newsletter revenue continues to decline, although advertising rates have not increased since 2005-2006. Not only have the number of advertisers decreased, but the size and frequency of ads by regular advertisers has also declined. Given the changes in technology since the newsletter’s inception, it is expected the decline will continue.

Business Items

NDTCN Review Committee report
Carlson, Zahn, Fauske, Jones, and Wagner comprised the NDTCN Review Committee this year and shared for discussion several concerns about two Centers as a result of its review of the submitted Center annual reports.

Because Mayville did not submit its annual report on time and also failed to submit all required data to meet minimum standards for a Center, the Review Committee recommended that Mayville not receive its 2014-2015 allocation at this time. It was noted that Ryan Townsend, DPI, also expressed concerns about Mayville last year, including the lack of an advisory/policy board. There was consensus that not allocating funds is the correct course of action.

Although the Grand Forks annual report was submitted on time, all the criteria were not met: the board did not meet three times as required and the number of activities was not as high as required. Also, it does not appear that the Center is open 20 hours per week. Jones reported on the Grand Forks Area Teacher Center and her discussion with a local policy board member, including low attendance at advisory/policy board meetings and a lack of quorum for decision-making, as well as the lack of regular Center office hours. In addition, the board member was concerned that current funding, while limited, is not being used most effectively toward the Center’s mission.
There was consensus that a Center must have an affiliation with another education entity in order to operate efficiently and effectively due to the limited funds available. There was also agreement that the Network is committed to helping Mayville and Grand Forks meet minimum standards, as this is in the best interest of the entire Network and, most importantly, the teachers and students served by the Centers.

Richter moved to allocate the $20,000 in DPI funds for Mayville to the Network financial account to hold pending compliance with Network requirements. Zahn amended the motion to send a Certified Letter with a response due within two weeks of the receipt of letter to address concerns and next steps for the Mayville Center. Olson seconded the motion, and it passed.

Fauske moved to send a Certified Letter to the Grand Forks Center board president and director outlining the concerns identified by the Review Committee with consensus by the Network at its October 14 meeting with a response due within two weeks of the receipt of letter. Jelleberg seconded the motion, and it passed.

Review and approval of 2013-2014 NDTCN Annual Report
Pullen moved to approve the 2013-2014 NDTCN Annual Report with a change on page 15 as follows: “WSC Fund” to “WSC Foundation.” Richter seconded, and the motion carried.

Legislative biennial budget
The request was submitted to DPI by the June 15 deadline. Current Network funding is at $20,000 per Center per year ($180,000 per year for nine centers or $360,000 for the biennium). The Network request for 2014-2016 was $30,000 per Center ($270,000 per year or $540,000 for the biennium). Legislative flyer updates must be submitted to Clearwater by Nov. 14. New photos for the cover would also be helpful. Clearwater will get printing quotes for consideration at the next meeting.

Advisory Board positions
Zahn will reach out to Sen. Robinson to confirm participation. Fredrick’s term will be updated on the contact list.

Website changes
The Network will continue to maintain the current website.

National Geographic Map of North Dakota
Weiser described the opportunity to develop a giant map of North Dakota that would be available for use by teachers across the state. The cost is estimated at $1,000-2,000 per map. The North Dakota Geographic Alliance has budgeted funding for 2014-2015 to begin discussing this project. It would have to be determined what would go on North Dakota’s map. It would be ideal to have one map at each Teacher Center. Pullen, Richter and Zahn volunteered to serve on the project task force. Weiser will keep the Network updated on the progress. Jones moves to donate $1,000 to the North Dakota Geographic Alliance task force for development of the map. Schwarz seconded the motion, and it passed.

Other Reports

DPI report
Wagner reported DPI is piloting a new website for educators called LEND (Links for Educators in North Dakota) where they can access lessons plans by grade level based on state standards. Teachers may submit lesson plans, and a committee will vet all lesson plans prior to posting. Ryan Townsend will be presenting on this effort at the Nov. 17-18 Learning Forward Conference in Minot.

ESPB report
Fridgen reported a busy fall trying to fill teacher openings. A lot of substitute licenses are being issued. Forty teachers have taken the Praxis test and added new subject matter to their licenses. ESPB is also looking at adding additional Praxis tests, including marketing, ELL, speech, library and media, health, reading specialist, psychology and sociology.
There is a $100 late fee for license lapses.

Last year, the Mentoring Program worked with 289 new teachers. This year it is serving 350 new teachers, and 219 new mentors have been trained. For the program to date, there have been 1,338 first-year teachers served and 1,041 mentors trained. There is no statewide mentoring program for administrators, but Jelleberg is involved in a professional learning community for principals that is proving successful.

Substitute requirements are only 48 semester hours of secondary education and a background check. Professional development for substitutes is something the Teacher Centers may consider offering.

Center reports

- Grand Forks: Two summer activities were offered, an HIV workshop for 60 new teachers in August and a water festival with the Dakota Science Center in July. A new website has been created. Curriculum binders are now available at the Center that correspond to LEGO® kits at the local library.
- Bottineau: Center operation started in July. A board meeting will held next week with a representative from each school district. Dues of $500 per district will help cover Center costs. The whale is getting good usage. The Center purchased some books for book study to go out to the schools. The Center has a first-year teacher grant through ESPB; there are 32 new teachers with classroom management and discipline some of the major issues. The NASA Dome is on hold because it needs to be repaired. The Center gave extra books to administrators as a reminder about resources available.
- Williston: Harry Wong provided a workshop in August. An in-service for January is being planned regarding classroom behavior. Three instructional coaches are working with more than 60 new teachers. The region has 1,500 additional students per year over last four years. Professional development during the school year is held only on "early out" days because subs are not available.
- Dickinson: Last summer, 23 workshops for professional development and graduate credit were well-attended. The Center is looking at secondary content areas, including two for psychology. They have piloted an on-line, on-demand class and are moving forward with additional implementation. The MLK in-service will be continued next year, although participation is dropping. The Center is working with the Flip the Classroom author at Dickinson State University. The website has been updated. There are 49 new teachers in Dickinson, and the Center is working with many of them without education degrees.
- Bismarck: Membership has increased again, and child care groups are now participating. The Center created a video on offerings. A Makerspace or creative space/table is now set up at the Center, and members may check out Kinects and LEGO® kits to set up a Makerspace in their classroom.
- Minot: They offered a session with ND Game & Fish this summer. The Center purchased 15 Lego robotics kits and offered a training session. The Center is in its second month of utilizing a giant map. The Center is now physically located at Minot State University. The Center is assisting with several large conferences through the REA and planning for a January in-service. There has been lots of response to new teacher sessions. The forestry STEM box has been very popular.
- Valley City: The Center offered poverty workshops this summer. The goal this year is to expand the new digital StarLab into the eight schools that didn’t support the initial purchase. The Center is looking to add babies, including shaken, alcohol, and drug, for health programs. The Center is also looking at LEGO® for elementary schools. Most professional development is offered through the REA.
- Devils Lake: The Center is in the same building as special education, and they have an agreement to help fund a position to manage Center materials. The StarLab and babies are now located in the director’s building and have been placed into their tech rotation. The board is
Central funding is being used for manuals for Steve Dunn writing workshops. Teacher visitation funds are being used for content areas for business tours.

Zahn moved to add Amendment 1, Minimum Standards for Funding and Operation of a North Dakota Teacher Center as follows: “and, Teacher Center Directors or their designees are expected to attend all general membership meetings.” will be added to number 4. Pullen seconded the motion, and it passed.

**Strategic Plan Follow-up**
The subcommittee (Carlson, Jones, Richter, and Wagner) will meet to review the survey results to determine a recommendation for the vision and mission to be presented at the next meeting, along with next steps for finalizing the strategic plan.

**Next Meeting**
The next meeting will be held Dec. 11 or 12 using Adobe Connect. A date and time will be set via Doodle.

The May meeting date will be set in December.

**Adjournment**
Jones moved to adjourn the meeting at 3:15 p.m. Weiser seconded the motion, and it passed.