Advisory Board Meeting
Hughes Educational Center
Bismarck, ND
April 29, 2004

President Nadine Torgerson of the Teacher Center Network presiding.

**Attending:** Vern Cermak, Deb Sisco, Glenda Fauske, Marty Odermann Gardner, Valerie Fischer, Janet Placek, Joseph Westby, Ole Aarsvold, Pat Beil, Nadine Torgerson, Ione Swenson, Doris Griffin, Dave Richter

Those in attendance gave self introductions.

President Torgerson reviewed the purpose of the Advisory Committee as outlined in their document booklet.

President Torgerson reviewed the schedule of yearly events detailing and summarizing the Program of Work for the 2004-05 Teacher Network year.

Joe Westby, NDEA, referred to the budget report and the $68,000 loss of revenue across the Teacher Network income. Deb Sisco reported the decrease in revenue was due to the loss of School-To-Work funds and Marco Polo project.

In a response to Mr. Westby’s question on how the decrease in revenues has affected the Network and its programs:

1) Fargo reported it tried to implement a $10 co-pay for classes and that the director took a pay cut.
2) Valley City reported that because of loss of school district funds, the TLC Board had approved a reduction in some districts participation fees, further resulting in a loss of revenue.
3) It was noted the Grand Forks Center has cut the director to 10 hours a week.
4) Bismarck reported that cuts were made be reducing printing and mailing cost of the monthly newsletter.
5) President Torgerson of Wahpeton has worked diligently at increasing advertising revenues to be shared by the Centers to recoup the loss of revenue.
6) The Network is proposing a statewide newsletter format to curtail costs and hopefully increase advertising income.
7) Minot reported that it eliminated some class offerings.

Valerie Fischer stated that a message needs to be relayed to DPI concerning the loss of revenue. A request should be submitted to DPI to increase the TCN line item in their budget. Further that the Centers’ accomplishments need to be shared with legislators to make them aware of the Networks progress.

Linda Placek stated that nearly $2 million in federal dollars are returned each year by the state. Perhaps a coordinated effort with DPI should be made to allow those dollars...
to be diverted to the Centers. Since May 28 is the deadline for consolidation of Title Funds, Centers may consider working with districts to capture some of those funds.

Deb Sisco stated that the Centers are also recipients of the in-kind funds that districts provide for our survival.

Discussion centered on possible revenues that are lost to Centers which include the Tobacco Funds and No Child Left Behind title funds.

Glenda Fauske stated that another source of income for the Network would be to develop fees which are consistent across the network for organizing and hosting of workshops.

It was decided that TCN officers and Val Fischer would meet with DPI to discuss the possibility of tapping into and capturing the returned portion of the state title funds.

Network Evaluations
President Torgerson reported that Williston, Dickinson, Minot, and Grand Forks had not forwarded the evaluations to her office and were not part of the report submitted to the Advisory Board. It was noted by the Directors of Dickinson and Minot that they had forwarded their evaluations by e-mail. The president reported that she did not receive them, and asked that they be forwarded.

Newsletter Proposal
Discussion was held related to the proposed e-mail newsletter vs. a hard copy. Consideration should be given to sending it as an e-mail rather than placing it on the website where readers would need to search for it.

Following a short lunch break Valerie Fischer reported the following as a result of the Advisory Board lunch meeting:

1) Val Fisher will follow up to make sure the TCN is linked to the webpage of both DPI and ESPB.
2) A meeting will be set up with Dr. Gronberg of DPI to discuss the possibility of utilizing title funds for the Network.
3) The Centers should seek to locate additional funds through ESPB, NDEA, the Universities, and local school districts.

Submitted by
Vern Cermak, Director
Bismarck Mandan Teacher Center
Teacher Center Network Meeting
Hughes Educational Center
Bismarck, ND
April 29, 2004

President Nadine Torgerson presiding.

Attending: Directors Vern Cermak, Deb Sisco, Marty Odermann Gardner, Pat Beil, Nadine Torgerson, Ione Swenson, Doris Griffin, Dave Richer. Also attending Valerie Fischer, DPI liaison, and Glenda Fauske, PLT

Absent were directors of Grand Forks and Mayville.

Budget
President Nadine Torgerson presented a line item budget for 2003-2005. Following a discussion on keeping the budget within the $10,000 range, the following motions were approved:

- Motions passed to accept the budget line item for expenses.
- Motion passed that the President revise the budget to meet the $10,000 goal; to forward it electronically and seek approval from the directors.

NDEA Conference
The 2004 NDEA Conference will be held in Bismarck Oct. 21-22.
- The Director of the Bismarck Center and Pat Beil are to organize the booth and make arrangements with a cost limit of $100 as per previous motion.
- Glenda Fauske made us aware that the NDEA Conference and the Lewis & Clark National Signature event at the U of Mary are on the same weekend and rooms are already difficult to locate.

Reimbursement for Network Meeting Attendance
Following a presentation by the President and discussion regarding required attendance at meetings representing the network the following motion was approved.
- Directors attending network meetings shall be paid at a rate of $10.00 per hour not to exceed $200 per year. The approved meetings will be on the agenda for the October meeting.

Network Newsletter (see attached e-mail for suggested guidelines)
Following much discussion regarding the proposed committee guidelines, the following motion was approved.
- The Network shall adopt the concept of a network newsletter. Adds shall be 1/4 page at a cost of $250 per issue. Ad information shall be submitted to the President by the 15th of each month. The Network Newsletter shall be forwarded to each Center by the 25th of each month in PDF file form. Dickinson Center shall create the Network newsletter and be compensated at a rate of 20% of the advertising income with a minimum of $1000 per year. The Wahpeton Center shall be compensated for soliciting the ads at a rate of 20% of the ads and a minimum yearly fee of $1000. The balance of
the funds are to be divided by the Centers. Wahpeton Center shall also assist in the proofreading of the newsletter.

Annual Report
Discussion centered on completing the annual report in a PDF file format and forwarded to each Center. Vern stated that he would discuss this matter with August Ritter and hopefully that can be accomplished.

Legislature
The President appointed individuals to serve on the Legislative committee: Glenda Fauske, Vern Cermak, Pat Beil, Valerie Fischer, David Richter, & Marty Odermann Gardner

Valerie Fischer stated that contact should be made with Bonnie Miller ASP regarding the state budget increase for the Teacher Centers and that contact should be made with the Senate appropriations committee.

Regarding future funding for the Centers, Glenda Fauske suggested that the Network look at Strategic Planning for the network. She further suggested that the strategic planning should include the individuals and organizations that impact our network.

HIV-AIDS
Val Fischer reported that HIV/AIDS grant dollars to the Centers will continue.
A May 11th meeting is scheduled in Minot for the new directors at Williston and Devils Lake regarding the HIV/AIDS program and funding.

Val Fischer reported that a new pre and post test to evaluate the outcomes will be developed for HIV. Additional AIDS training will be conducted in for the fall of 2004.

TCN Officers
Motion was passed to reinstate Vern Cermak as Vice-president and Ann Sorteberg as Secretary for a two year term.

Network Funding
Doris Griffin suggested that the Network consider contacting the NDEA regarding funding for the Teacher Centers. She proposed the idea of $1.00 per NDEA member payable to the Network. Suggestion was made to check the NDEA website for a list of their goals. Doris Griffen, Vern Cermak, and Debbie Sisco were appointed to a committee to meet with Joe Westby to seek idea of funding.

ND Forest Service
Glenda Fauske reported that the Forest Service and ND Arts Council have developed CD program “Reading With a Tree.”

PLT Conference to be held in Bismarck June 2-5, 2004. Thirty three states and several foreign countries will be attending.
**Other topics of Discussion**

Pat Beil reported that she will continue to meet with the Joint Powers districts in the Valley City area to look at ways to bring the districts together.

Glenda Fauske had questions regarding her role, term, and position on the Advisory Committee.

Discussion was held on establishing a uniform pricing for assisting in workshops across the network. Deb Sisco reported that the Minot Center has a $5.00 per participant for finding a location and advertising and a $15.00 participant to provide the same services plus meals.

The President will contact Bill Scharff to discuss and negotiate a fee for advertising his projects.

Motion was passed to adjourn the meeting.

Submitted by
Vern Cermak, Director
TLC Bismarck/Mandan