Participants
Teacher Center directors in attendance were NDTCN President Jennifer Carlson, Valeria Becker, Missy Hutter, Cynthia Jelleberg, Dawn Olson, Darlene Pullen, and Darlene Schwarz. Director David Richter attended part of the meeting via Skype. Advisory Committee members Glenda Fauske, Kim Jones, Ryan Townsend, and Kris Warmoth attended, along with Dana Schaar Jahner of Clearwater Communications.

Welcome & Introductions
President Carlson called the meeting to order at 10:06 a.m. Introductions were made.

Approval of Minutes
Becker moved to approve the minutes of the February 6, 2014, meeting. Pullen seconded the motion, and it passed.

Financial Report
Carlson reported on the NDTCN budget. Advertising revenue is expected to reach $11,300. Most of the NDTCN expenses are for services provided by Clearwater ($8,280).

Olson moved to approve meeting expenses and travel reimbursements, as well as accept Carlson’s request to waive her $500 annual payment as president. Becker seconded the motion, and it passed.

Schaar Jahner reported a few new advertisers had signed up in April and May but revenue is still less than the previous year.

Business Items

Strategic plan follow-up
Carlson reported she met with the subcommittee (Jones, Richter, and Townsend) to draft survey questions regarding the NDTCN mission and vision for distribution to Center directors and policy board members and NDTCN Advisory Committee members. The goal is to have the survey completed by June 1. Carlson said it is necessary to be honest about what the Centers can actually accomplish with limited resources of only $20,000 per year. The survey results will be reported at the fall meeting, and there will be discussion about new vision and mission statements.

Legislative biennial budget
NDTCN must submit its budget request for 2015-2017 to the ND Department of Public Instruction (DPI) by June 15. Because of this, Carlson said the preliminary amendment checklist must be completed by June 1. The Review Committee will consist of Carlson, Zahn, Townsend, Fauske, and Jones.

New this year is an outcomes report that NDTCN must submit to DPI by August 15. Townsend will follow up with DPI regarding the question related to the “number of participants in program.” Because of this deadline, it is essential for all Center directors to submit the annual report forms by the August 1 deadline. Carlson will work on a Google Doc for entering data.

Election of vice president
Hutter nominated Sandy Zahn for a two-year term as NDTCN vice president. Pullen moved to cease nominations. Schwartz seconded the motion, and Zahn was elected.

Bylaws changes
Carlson reviewed the proposed bylaws changes.
- Article III – remove nine and Wahpeton and add Bottineau
- Article IV, Section 6 – change Financial Representative to DPI Representative
• Article V, Section 2 – change quorum to majority instead of five of nine directors
• Article VI, Section 1, B – change NDEA to ND United
• Amendments
  o 2, a – change host to offer
  o 3, c – add new language “Develop and maintain for checkout a collection of materials developed according to the Teacher Center and NDTCN goals.”
  o 7 – change to “Each Teacher Center will distribute a needs assessment.”
• Bylaws, Article I, Section 1 – remove A-D

Jones moved to approve the bylaws changes. Olson seconded the motion, and it passed.

Advisory Committee positions
Carlson thanked everyone in attendance for their participation. Lucy Fredericks will be the Indian Education Representative. Zahn will be asked to confirm Senator Robinson’s participation. NDTCN will continue to provide updates to Advisory Committee members although not all are able to attend meetings.

Website changes
Carlson is looking into a new web domain through EduTech.

Annual report forms approval
Carlson will develop online annual report forms for Center directors to submit data (checklist, partners, financials), which must submitted by June 1, even if it is only preliminary. August 1 is the deadline for final numbers.

Newsletter recommendations 2014-2015
Schaar Jahner reported advertising revenue has been decreasing for a number of years. She noted one advertiser had asked about providing newsletter content, not just ads. There was recognition that adding content would require editorial work.

There was discussion about Network funding through the years, which initially used DPI pass-through dollars. When advertising revenue increased enough to cover expenses (primarily the Clearwater services contract and meeting expenses), all DPI funds were passed on to the Centers.

There was consensus to continue the newsletter as is for another year but that this would be evaluated as part of developing new mission and vision statements.

Clearwater Communications contract
Schaar Jahner reviewed a memo she prepared at the request of Carlson and Zahn regarding Clearwater services to NDTCN. With advertising revenue declining, there was concern about continuing the contract. Schaar Jahner said Clearwater would update the legislative brochure as part of the retainer contract next year. Hutter moved to continue the contract for one year, pending available funds. Schwartz seconded the motion, and it passed.

Other
At the February meeting, it was agreed directors would submit Center resource lists. There was consensus that these documents should be posted on the NDTCN website, so final lists should be submitted by June 1.

Other Reports

DPI report
Carlson handed out the letter from Townsend explaining that there is increasing emphasis from legislators about outcomes. Townsend expressed thanks to all the directors for the Centers’ work and said it is important to report what the Centers do with available resources.
ESPB report
Fridgen submitted a written report. Carlson and Townsend explained the Praxis testing changes. Also, there will be a $100 late fee for failure to submit a teacher license on time.

Center reports
- West River – Olson reported the policy board is looking at not offering one-day in-services anymore but rather moving to on-demand professional development. They provide individual instructors (university professors) to schools on request. Twenty-one classes are scheduled this summer. They are piloting online on-demand professional development classes that are module driven and provide continuing education credits. They are also working on updating the website with integrated online registration.
- Grand Forks – Becker just sent out a needs assessment. She is working closely with the REA on teacher visitations and also with the Dakota Science Center on STEM projects.
- Mayville – Hutter is building a stronger relationship with the REA, with whom they co-hosted a Martin Luther King event (250 participants). The Center will play more of a support role for professional development going forward. She noted this is an exciting change this year for the Center.
- Lake Region – Carlson used Center funding to purchase Valley City’s StarLab, and they will be providing more teacher training on using it, along with use in STEM camps. The policy board approved using Center funds for teacher manuals for Steve Dunn writing workshops.
- Bottineau – Jellelberg said they have formed an advisory board with a teacher from every school district in the REA. They are inventorying the Wahpeton Center materials and hoping to have space at the Dakota College library. She is looking for a manual for the whale. She also reported the NASA Dome has been secured for the entire year in North Dakota, and they are working with the ND Council on the Arts to have an artist in residence travel with the Dome (STEAM). Information on booking the Dome should be available in July, and it should be available for use in September. It was also approved to add an extra $500 for Center dues to the $1,000 REA dues.
- Mid-Dakota – The board approved a $300 membership for next year, with schools not joining as members having to pay a fee for use of new resources. The Center is moving to Minot State University as of June 1. Hooked on Fishing will be held in May (20 classes are booked with 400 students) with ND Game & Fish. There will also be classes on Habitats in North Dakota this summer, along with the Daily 5 Café.
- Bismarck – Schwartz reported the most Center members ever this year. Membership dues are offered on a graduated scale based on school size. They had a good variety of schools that responded to their survey, and DVDs, traveling kits, and equipment remain the most popular items.

Next Meeting
The next meeting will be held October 14 at 10 a.m. in Bismarck.

Adjournment
Becker moved to adjourn the meeting at noon. Hutter seconded the motion, and it passed.