Teacher Center Network  
IVN Meeting  
February 3, 2004

Present: Pat Beil, Vern Cermak, Valerie Fisher, Teresa Loftness, Mary Odermann-Gardner, Patty Peterson, Deb Sisco, Ann Sorteberg, Ione Swenson, Nadine Torgerson

I. Call to Order
Nadine called the meeting to order. Vern announced that the new Teacher Center Network (TCN) liaison, Dave Massey, could not attend. Valerie Fisher was introduced as the new DPI Director of the Coordinated School Health & Drug Free Programs. A welcome was issued to Doris Griffin, the new director at the Devils Lake Area Teacher Center, in absentia.

II. Constitution Review
Pat recommended changes in the new Constitution, as follows:
- In Article 4, Section 3, the president should be elected “at” instead of “on” the last meeting. The president and treasurer should be elected in the odd years, the vice-president and secretary in the even years.
- In Article 4, Section 4A, the organizer shall call the meetings at least 30 days in advance and issue an agenda.
- In Article 6, Part B, all Teacher Center Network directors shall be invited to Advisory Committee meetings.
- Amendment #12, the Annual Report shall be submitted by September 15 of each year.

Pat made a motion to approve the Constitution with changes, Vern seconded, motion passed.

III. Financial – Treasurer’s Report
Teresa gave the Treasurer’s Report and referred to the TCN Network Budget, which as stated, is very similar to last year’s with a balance of $7,319.13. Deb made a motion to approve the budget, Pat seconded, motion passed.

IV. Advertising/Newsletter
Nadine is going through the list of advertisers and comparing to past years. She has sent out letters with information about advertising fees to organizations and institutions. Suggestions included developing an invoice and sending it out to each organization at the beginning of the year, developing a state issue of the newsletter that is uniform with a local insert, obtaining up-to-date information on who’s paid for what, developing guidelines for advertising, developing a centralized electronic copy of the newsletter that could be e-mailed to schools, and adding our Web site as a link on the DPI Web site. An advertising committee comprised of David, Ione, Nadine, and Pat was formed at the TCN meeting last fall; Ione, Marty, and Pat volunteered to investigate the possibility of an electronic version of the newsletter and report back at the April meeting. Marty will check on future IVN dates.

V. Reimbursement for Meeting Attendance
Vern suggested a reimbursement by the network to those directors who attend meetings on behalf of the network, such as C2E2, Math/Science Alliances, and the Council of Teacher Education. It was suggested there should be a list of such meetings, attendance that is reimbursed should be pre-approved, and information from such meetings should be shared with all directors. It was further suggested that the annual coordinator of the TCN booth at the state NDEA Instructional Conference should also receive a stipend. The issue of the amount of the stipend was tabled until the next meeting, and Vern will compile a list of meetings.
VI. Portfolio Training
Regarding director training for teacher portfolios through ESPB, Ione has been involved in the portfolio development process; Pat, Patty, and Nadine indicated they were interested in attending the IVN meeting on February 4 in Fargo; Deb has been in contact with Lou Aronson; and Marty also noted interest. There will be future dates to “train the trainers,” as this has been an ongoing process. Teresa gave information on statewide transcript review dates for teachers: Feb. 21 at Minot State, Feb. 28 at Valley City State, March 6 at Mayville State, March 20 at Dickinson State, and NDSU and UND are asking teachers to call for appointments. The Toolkit to address highly qualified status for teachers under NCLB has been released statewide by ESPB. The Toolkit includes guidelines for the portfolio and can be accessed via the ESPB Web site at http://www.state.nd.us/espb/profdev/portfolio.pdf.

VII. Annual Report
Discussion centered around having an updated copy on the TCN Web site and making sure recommended changes have been made. Also, a request was made to have an electronic copy of the final compiled report available to share with board members.

VII. TCN Web Page
The officers have been added to the Web page, and a request was made to keep the link to MarcoPolo.

IX. Old Business
Lists of memberships and fees should be submitted to Nadine immediately (copies for Bismarck, Fargo, Mayville, and Valley City have been filed). Directors should also submit the index page of each respective Operations Manual. There should be an updated Web page at each Center, and new brochures should be printed by October 2004.

X. Looking Ahead
- Nadine will attend the HIV/AIDS trainer update in Bismarck this year.
- Patty noted upcoming Math/Science/Geography Conferences. Vern made a motion to donate $40-50 on three door prizes for conferences at which TCN has a booth, Ione seconded, motion passed.
- Patty invited all directors to their HIV/AIDS grant training at UND on March 29, 30, and April 1.
- The next meeting, including the Advisory Committee, will take place in Bismarck the first of April. Nadine should receive calendar input.
- The location of the next NDEA Instructional Conference will be investigated, and the stipend should apply for the coordinator.

Respectfully Submitted by Ione Swenson
February 24, 2004