ND Teacher Center Network Meeting  
April 20, 2005

Members Present: Glenda Fauske, Beverly Sandness, Teresa Loftesness, Deb Sisco, David Richter, Vern Cermak, Doris Griffin, Nadine Torgerson, Marty Odemann-Gardner, Valerie Fischer, Pat Beil, Doug La Plante, Ole Aarsvold, Patty Peterson, Joe Westby, Jerry Roth, and Ann Sorteberg.

I. Meeting was called to order at 10:50 am.
II. Approval of minutes- Motion- Vern 2nd- Doris M- carried Minutes approved
III. Valerie Fischer-
Discussion was held on Feb. 9, 2005 e-mail from Val highlighting concerns.
Discussion points:
- Minimum guidelines are crucial to Teacher Centers (TC)
- Review minimum standards and possibly discuss each standard more than 1 time a year
- network and Board give TC support
- each TC is unique
- HIV trainings are strong piece- TC make trainings available across the state
- each TC has different boards and evaluation systems-report back to boards
- TC has responsibility in meeting min. standards
- idea: increase chair payment and possible have co-chair
- possibly hire an Executive Director to do scheduling of meetings, financial, informational-may offer consistency to role of the Chair
- Pat shared that she had a go to person- Mary Harris- when she was the Chair-a TC advocate and that was helpful/useful
- TCN needs to stay current with changes in education and may need to change delivery- be aware of JPA’s- professional development needs
- use checklist of mini standards to help TC (tool that was developed for annual report) know they are meeting standards
- beneficial to network is statewide newsletter
- have boards become more active in centers-use them as a resource-for program of work
- may need to set new goals with Advisory Board
- have annual checklist when you do annual report
- possibly have training for Advisory Board and TC
- TC binder- operations manual is important to TC-and any new directors
- suggestion to put together packet for members of Advisory Board
- would Exec. Director is able to help with report-compiling report- Val suggests it is something the ED could do
- Pay for ED could be $4000-5000 on part-time basis to start
- need to balance local centers with consistency with network
- each TC follows min. standards to best of ability
-evaluate locally to find out if they are getting what they need in professional development
-examine opportunity of Exec. Director
-need to be aware of what will happen in the next 10 years in ND to education/number of student/schools- for planning Professional Development
-Glenda shared info on how the Exec. Dir works within an organization she is a member
-suggestion to have professional development at meetings for Directors
Motion- Vern- President sent up sub-committee to formulate plan/guidelines for contracting an Exec. Dir. 2nd-Deb M-carried

-The Sub-Committee for Exec. Dir is: Vern, Marty and Doris.

Comment from Ole- “TC do a grand job with the amount of dollars they get”

IV. Treasurer’s Report/Annual Report
Balance of $13,124.66 includes Fargo TC portion of funds-
M to accept report-Vern, 2nd-Pat M-carried

Discussion of Fargo Funds:
Motion- Marty $11,000 of Fargo funds as 10 shares with 1 share to each of the 9 centers and VC will get 1 extra share: 8 centers $1,100 and VC $2,200
2nd-Doris
M-carried

Ann will e-mail request for payment of $400.00 as secretary to Teresa.

Discussion points for Annual Report:
-draft of annual report-Directors come together to go over the report-before final report is printed
-there is lack of congruency in computer program and report
-problems with electronic forms- pages skipping and being out of order-need to look at submitting form in a different manner
-may need to look at definitions of information reported in cells and formulas for reporting information so it is more consistent
-website should highlight annual report
-need to look at who receives report and what’s important-decide on report use and design to accommodate uses-design form and computer program for use
-variances in salaries-will due to funding $ and directors employer
-look at standardizing budget-use same coding system
-use notes or * when $ amounts vary
-put all info on computer so it can be compiled on computer-send out hard copies-look over hard copy-make changes/corrections
- Tim Kadnas from VCSU may be able to redesign form/computer program to make it more congruent
- Jerry added more narrative to report- about unique things centers are doing-this area could be highlighted more in report

V.  Statewide Newsletter Report

Nadine handed out a summary of advertising income- Total $7,185.00
20%- Dickinson for layout/copy= $1,437.00
20%- Wahpeton for managing/organizing= $1,437.00
Total divided among 9 centers is $4,311.00 income

Discussion on newsletter:
- concern about red block not showing up-dark
- Nadine will negotiate with groups to advertise in newsletter
- need someone to be in charge so we get copy by 25th to get newsletter out by the first week of each month-partnership of Charla and Nadine has worked very well and coordinated very well!
- discussion on statewide newsletter agreement-conditions of statewide newsletter- a motion- Vern to accept the statewide newsletter agreement with changes to #3-Centers have permission to advertise or announce local events only in local section of newsletter.
  2nd-Marty
  M-carried with changes to #3

- add TCN website to the bottom statewide newsletter or somewhere
- add statewide newsletter to website-annually review website to keep it current
- Nadine will send out a survey to find out how advertisers like the statewide newsletter-they could months they want to advertise in the newsletter (Glenda would like Sept. and Jan)
- note to send newsletter to: Beverly Sandness
  ESPB
  2718 Gateway Ave Suite 303
  Bismarck, ND 58503

-Dickinson will continue with layout/copy for newsletter

Motion-Marty to pay Dickinson and Nadine each $1,437 for work on statewide newsletter and the balance left in the account the Directors will decide on July 1.  2nd-Deb  M-carried

VI.  Election of Officers

President-
Pat nominated Vern  2nd Marty  Vern nominated Marty- Marty declined
Motion-David to cast a unanimous ballot for Vern- Motion-carried
Vice President-
Deb nominated Marty 2nd Doris. Motion David cast a unanimous ballot for Marty Motion-carried
Secretary- Deb nominated Ann Motion-Deb cast a unanimous ballot for Ann Motion-carried

VII. Other
Constitutional Changes-
- Val we need to redefine or clarify position of Advisory Board
- suggestion to add Administrator from schools, Principal and Teacher on the Advisory Board
- discussion Doug Johnson and Ray Holmberg haven’t attended meetings
- Doug was going to come it depended on legislative duties-no contact from Ray
- Changes:
  Article II-delete Fargo
  Article IV- VP 1 year term, elected every year, Treasurer-delete
  Article V-Quorum-change from 5 out of 9 TC Directors
    New Section 2. A Electronic Balloting-
    Should items arise between meetings that require action of the TC directors, the President may conduct a non-secret electronic ballot.
    The President shall report the results of the balloting to the TC Directors. A majority (five out of nine) TC Directors voting shall be required for approval of items.
    Article VII-change to (7 out of 9)
Motion-Marty made a motion to approve changes as presented 2nd-Pat
Roll Call- Bismarck-yes, Devils Lake-y, Dickinson-y, Mayville-y, Minot-y, Grand Forks-y, Valley City-y, Wahpeton-y, and Williston-y: Motion-carried

Network Website
- is being updated
- suggestion to add statewide newsletter to web
- add Water Commission
Math/Science Alliance- Doris reported that they would like to work with TC.

Joe Westby reported on the issue of Bill 1154 Education Funding Bill-
- bill settles policy of school funding
- interested in what will happen with Instructional Conference- if they take the 2 paid days for conference
- bill should be finalized in the next few day

VIII. Adjournment
The meeting was adjourned at 3.00pm

Respectfully submitted,

Ann Sorteberg