MINUTES
North Dakota Teacher Center Network
May 22, 2006
10 a.m. - 3 p.m.
Hughes Education Center
Bismarck, ND

I. Participants
Teacher Center directors Pat Beil, Vern Cermak, Doris Griffin, Marty Odermann-Gardner, David Richter, Deb Sisco, Ann Sorteberg, Nadine Torgerson, Lyn Willoughby; advisory board committee members Glenda Fauske Valerie Fischer, Dr. Doug LaPlante, Teresa Loftesness, Sen. Larry Robinson, Beverly Sandness, Joe Westby; and Deana Wiese, Clearwater Communications and Jeff Long, N.D. Game and Fish.

II. Call to Order
President Vern Cermak called the meeting to order at 10 a.m. Central time.

III. Approval of Minutes
Griffin moved to approve the Oct. 19 minutes, Willoughby seconded the motion, and it passed.

IV. Financial Report
Loftesness presented the TCN budget reporting the network currently has $6,176.29 in its operating account and $6,754 in its marketing account for a total balance of $12,930.61. Sisco made a motion to approve the report, Griffin seconded the motion, and it passed.

a. Approval of Bills
There were no bills to submit at the time, but Cermak would be submitting a bill in the near future to Loftesness for today’s meeting expenses.

b. NDTCN Advertising Financial Account
Wiese presented and reviewed the 2005-2006 advertising account. To date, all bills are paid with the exception of the West River Teacher Center bill of $400, which is being considered as a tradeoff for newsletter services the Center provided. This will be discussed under a different agenda item. The PAX payment of $250 was received within the last few days, so it is not reflected in Loftesness’ report. The check will be mailed to her within the week.

V. Other Reports
a. Center Bonding
As a follow-up of October’s meeting, each center director reported on his/her bonding status. Devils Lake, Wahpeton, West River, Bismarck-Mandan, Minot, and Mayville are all bonded. Beil reported that she was informed that bonding was not necessary based on the financial status of the Center. Cermak reminded those that were bonded to make sure it is updated annually.

b. Individual Center Budgets
After discussion, it was decided that each center has its unique governing body; therefore, a standard budget reporting system cannot be effective. However, each center realizes its responsibility to keep its governing body informed of its financial situation.

c. Grand Forks Center
Willoughby reported that due to lack of man power and the financial instability left by the former director who left the Center abruptly last summer, the Grand Forks Center has not met minimum standards and has been operating at the level of existence. She has been serving as the center’s interim director on top of a full-time position with UND. This arrangement will be ending as of June 30. The center is accepting applications for the director position, but is struggling with identifying the means to provide salary and benefits. A decision of how to move forward will be made at a meeting of the policy board in late June. Willoughby said that a proposed option is for the UND College of Education to step forward and provide the necessary funding to hire a quality director. Other options discussed included partnering with the Grand Forks Public Schools or the area JPA.
The network thanked Willoughby for her dedication to the center and extended its services to keeping the process moving forward and to keeping the Grand Forks Center in existence.

d. **N.D. Game and Fish (NDGF)**

Jeff Long was present to gather input from the directors on what programs and projects they currently have, the condition of those projects, and what programs and projects the centers are interested in. It was determined that many of the centers have and/or are interested in offering Wild Boxes, Whale Kits and Gone Fishing Kits. However, they are in need of updated materials. Each director will e-mail Long with a list of programs that have been done in the past and what they are interested in updating and continuing.

The contract between each center and the NDGF will be changed for the upcoming year. Instead of having a separate contract for each center and issuing nine checks, the NDGF will have one contract with the NDTCN and the network will be responsible for issuing checks to each center. Griffin recommended that compensation be increased from $20 per hour to $25 per hour.

e. **State Credit Workshops**

Fauske proposed an opportunity for the N.D. Forest Service and the NDTCN to work collaboratively on Project Learning Tree. It is required that a teacher with a masters degree teach the one-semester credit Project Learning Tree workshops. Due to increased responsibilities of the current administrator of the credited workshops, the Forest Service is looking for other options. Fauske proposed that the center directors provide one semester credit PLT workshop on a volunteer basis to the K-8 or K-12 teachers in their area. After discussion, it was determined that if the appropriate compensation was negotiated, the proposed actions could work. Fauske will work with the directors to move forward.

**VI. Business Items**

a. **2007-2009 NDTCN State Funding**

Fischer, representing the Department of Public Instruction (DPI), distributed a report indicating the allocation of funds the network has received for the past 20 years out of the DPI budget. The most recent was $230,000 for the 2003-2005 biennium. She pointed out the relatively low increase over the past 20 years and encouraged the NDTCN to propose a substantial increase. She pointed out that the volume of work the centers do, the partnerships with the JDAs and the professional development the centers provide to the state’s teachers warrant the increase. These services are very important, and the network has been providing them on a very conservative budget. She recommended a proposed 10-20 percent increase for the 2007-2008 biennium, which DPI would support. She needs to know as soon as possible from the network what increase they will be requesting so it can be built into the budget.

Sen. Robinson said the historical report indicates the NDTCN has been a great steward of state funds. He recommended each center begin right now in reaching its area legislators and informing them of the services the network provides and the teachers it reaches. With the state’s dedication to education, he feels this is important. He also encouraged the centers to get area schools involved as advocates of the centers, as well as state affiliates, such as the NDGF and the N.D. Forest Service. He recommended a unified message across all centers with a few key points.

It was suggested that a professional legislative piece be prepared to present to the Senate and House Appropriations Committee during the DPI budget hearing. Sen. Robinson also recommended that as many directors as possible be present at the hearing.

Odermann-Gardner made a motion to establish a legislative subcommittee which will determine the 2007 legislative budget request. Deb seconded the motion, and it passed. Odermann-Gardner will set up a meeting via IVAN. Beil, Sisco, Sen. Robinson, Fischer, and Wiese volunteered to take part in the committee. Fischer also felt that Rep. Aarsvold would want to participate.

b. **Clearwater Communications Contract**

After discussion, the NDTCN agreed it would like to contract for Clearwater Communications’ services for the 2006-2007 year. Wiese reported that she averaged 20 hours per month. This equals $30 per hour equaling $600 per month. She explained to the network that Clearwater’s standard fee is $60 per hour, so the NDTCN is
getting a very reasonable deal. She said Clearwater would be willing to renew the current contract. After further discussion, the network decided it would like to add the legislative piece to Clearwater’s 2006-2007 responsibilities. Wiese will update the current contract to reflect the change and e-mail it to the directors for approval.

c. Constitutional Changes
   a. Article VI, Section 1 B to include the following additions to the advisory board: State Agency, Federal Agency
   Richter made a motion to delete the wording to include one from a state and federal agency and add as separate bullets One representative from a state agency and One representative from a federal agency. Willoughby seconded the motion, and it passed.

   Sisco made a motion to remove all references of secretary and treasurer in the constitution since Clearwater has assumed those roles. Griffin seconded the motion, and it passed. These changes will be reflected in Section 3, C and D; Section 4, C and D; Section 5, C; and Section six, remove the words secretary and treasurer.

   Wiese will compare the 2-3-2004 version of the constitution, amendments and bylaws with the 10-24-05 version and e-mail an updated and current version to the directors.

b. Wording Changes in Bylaws
Cermak proposed to change Article I, Section 1 to read, “All involved individuals shall agree upon any committee assignment,” and Article I, Section 2 to read, “The Network shall agree upon individuals appointed to serve on committees representing the NDTCN.” He also proposed that Article II, Section 1 read, “Each individual Teacher Center’s Policy Board shall determine membership guidelines and establish membership fees.” Odermann-Gardner made a motion to accept the changes, Willoughby seconded the motion, and it passed. Cermak proposed to delete the language September 15 and add August 1 to Article III. Beil made a motion to accept the change, Griffin seconded the motion, and it passed.

c. Secretary Responsibilities – Keeper of the Constitution
   It was decided that Clearwater would be the keeper of the constitution and other documents.

d. Newsletter Review
   a. 2005-2006 Review
   Wiese gave a 2005-2006 advertising report. Advertising revenue increased $2,212.50 from 2004-2005 for a total revenue of $8,837.50.

   b. Recommendations for 2006-2007
   She made recommendations for the 2006-2007 Statewide Newsletter in the areas of length, ad size and format. The network decided to allow 4-6 pages for flexibility, to allow quarter, half and full page ads, and to move the individual center contact information to the back page to allow for two half-page ad spaces on the front page. Willoughby also requested the website be listed somewhere in the newsletter. Wiese also reviewed proposed pricing and advertising strategy for the 2006-2007 Statewide Newsletter. Beil made a motion to accept the advertising report with the discussed changes, Sisco seconded the motion, and it passed.

   It was also decided that Wiese would send a link to the Statewide Newsletter and all local newsletters monthly to the advisory board and the advertisers to eliminate duplication in mailing. She will send a monthly reminder to the directors requesting their newsletters by a specific date.

c. Disbursement of 2005-2006 Advertising Funds
The West River Teacher Center produced the first four issues of the Statewide Newsletter for 2005-2006. It will receive $718 for its services. Odermann-Gardner requested that the center’s $400 charge for a full-page ad in the March Statewide Newsletter be deducted from the $718. This was agreed to by the network. Odermann-Gardner will submit an invoice to the NDTCN for the remaining $318. It was also decided that the Bismarck-Mandan Teacher Center would receive $700...
out of the advertising fund for Cermak’s coordination of the advertising from September through January. It will also receive $500 from the operating fund for his services as president.

Griffin made a motion to pay $300 per center out of the remaining marketing funds to cover printing and other costs. Sisco seconded the motion, and it passed.

e. Implementation of a “Required Fall Meeting Form”
Cermak distributed a proposed *Required Fall Meeting Form*. After discussion, it was determined that due to the different governing bodies of each center, the form could not be universally implemented by each center. However, the network agrees it is important to make sure each center is fiscal responsible to a governing body of some sort. Each director will make changes to the form to reflect their situation and get it back to Cermak.

f. NDTCN Booth
   a. 36th Annual N.D. Department of Career and Technical Education (Aug. 7-8)
      After discussion, it was decided the NDTCN would not purchase a booth at this conference due to the cost of the booth and the time it would take to man it.

   b. NDEA Conference – Bismarck (Oct. 18-19)
      There is uncertainty surrounding the conference since it is the first year teachers do not receive compensation for their participation. The network will have a booth one more year to determine what impact this will have on attendance at the conference. Cermak will submit the forms.

g. NDTCN Brochure
The NDTCN brochure is due for an update. Under its current contract, Clearwater is responsible for text changes. However, if an entire redesign is required, additional compensation for layout and design will be needed. The network agreed that text updates were all that is needed at this time. Wiese will work with Beil to get the files and make the updates.

h. Annual Report
There were no changes to the annual report forms. Wiese will work with Willoughby to get the forms on the website. All directors need to use the forms posted on the website to ensure all are using the same updated forms.

i. Formal Resignation of President
Wiese read a formal resignation of President Cermak. He resigned his position as of July 1, 2006 due to his retirement from the position of Bismarck-Mandan Teacher Center director. He will be in the Bismarck area through October and will be available to assist in the transition of bringing a new director to the center and to assist with the NDEA booth and conference in October.

Beil presented Cermak a plaque for his dedication and service to the NDTCN.

j. Officer Elections
As vice president, Odermann-Gardner was appointed to president due to Cermak’s resignation. She will fulfill the final year of Cermak’s two-year term, which will be up for election in 2007. Odermann-Gardner nominated Griffin for the vice president position. Fischer seconded the motion and it passed. Sisco made a motion to cast a unanimous ballot for Griffin, Willoughby seconded the motion, and it passed. Griffin will serve a two-year term as vice president.

k. Other
Willoughby asked if the NDTCN was willing to purchase web master services for the 2006-2007 year. Griffin made a motion to increase web hosting from $250 to $350. Fischer seconded the motion and it passed.

VII. Adjournment
Cermak adjourned the meeting at 2:50 p.m.