1. **Call to Order:** President Tonya Hunskor called the meeting to order at 3 p.m. The following members were present: Chris Bastian, Dave Wegner, Tricia Erickson, Curt Pierce, Brad Rinas, David Flowers, Jack Maus, Scott Moom, Tonya Hunskor, Chris Kittleson, Mark Andresen, Mark Wagner, Jason Wiberg, Glenn Urlacher, Sherry Houdek, and Executive Director Aimee Copas.

2. **Reading and Approval of the Minutes:** Flowers/Erickson (MSC) to approve the minutes of October 16, 2013.

3. **Additions to the Agenda:**
   A. Educators’ Online Journal (New Business)

4. **Financial Reports:** The Executive Director reviewed the financial reports. She stated NDCEL has very healthy balances; approximately $47,000 higher in assets than at this time last year. She then reviewed the fall conference financial report: more booths generated more income; sponsors paid for some of the breaks; net profit of approximately $51,000. Flowers/Andresen (MSC) to accept the financial reports.

5. **Business Updates:**
   A. **Fall Conference Recap:** The Executive Director stated it was a very successful conference. Following the conference, she and Mavis met with the hotel staff to discuss concerns and gave suggestions for future conferences such as having more staff available and installing drop-down projectors in large meeting rooms.

   B. **Spelling Bee Update:** The Executive Director reported that Lorraine Weber has been working on the program and everything is on track for the State Spelling Bee on March 21. No other organization has stepped forward to take over the program next year.

   C. **Close Up Update:** The Executive Director reported she contacted Rod Jonas, Dean at U of Mary, and asked that he reach out to members of the deans’ council to see if any of the colleges would be interested in taking over the Close Up program this year; there was no response from any of the deans. By motion from the last board meeting, the Executive Director will inform members that NDCEL will no longer be conducting the program.

   D. **One Stop Shop for Education:** At the last meeting, the Board discussed the possibility of sharing a building with AdvancEd, MREC, and ESPB. NDCEL would be the owner of the building and lease space to the other organizations. The Executive Director met with representatives from Consolidated Construction Company (CCC) regarding the feasibility: would it be cost/space efficient, etc. CCC submitted a draft of the space needs and a “scope of service” (phases 1-6). The Board reviewed Phase 2 “Design & Budget” which would cost $1500 to complete. The Executive Director reported that the $1700 set aside for
painting the interior of the office could be used to cover the cost of Phase 2. The Executive Director asked is there still interest in pursuing the concept or should this idea be discarded or give permission to continue with CCC. Comment was the price of Phase 2 was very reasonable. Concern was expressed about getting into an agreement to share space and NDCEL should proceed carefully. Rinas/Flowers (MSC) to go ahead with Phase 2 of the proposal from CCC and report back at the next board meeting.

E. **Strategic Planning Progress:** The Executive Director reported that the committee met via phone earlier in the day; they reviewed the plan and provided feedback/changes. She reviewed the edited draft: 5 major points (Sustaining, Status, Leadership, Legislative, Service) and the goals and proactive objectives. Wegner/Wiberg (MSC) to approve the first reading of the strategic plan, to share the plan with the board members of the affiliate associations to get their input/changes, review any suggested changes and approve a second reading of the plan at the February board meeting.

6. **New Items**

A. **NDCEL Office Holiday Schedule/Request:** It was brought to the Board’s attention that the office is sometimes unmanned if both the executive director and administrative assistant take time off during the holidays. The Board discussed whether or not to officially close the office the Friday after Thanksgiving and the week of Christmas. Consensus was to keep the current protocol, but to post the office schedule appropriately (web calendar).

B. **Summer Conference 2014:** The Executive Director informed the Board that the dates and site for the 2014 summer conference have not been finalized. The summer conference topics will be a more in-depth study of the topics (teacher/principal evaluations, AdvancEd accreditation) from the mid-winter conferences.

C. **Future Fall Conference Date Discussion:** Tabled until next meeting.

D. **College/University Representation Rotation:** The Executive Director informed the Board that Sherry Houdek’s term will expire June 30; a request has been made to rotate the representative position on the board among UND, NDSU and the U of Mary. Houdek stated the procedure used for her appointment was obtaining a letter of application; the NDCEL board then makes the selection/appointment from the applications received. The Board discussed the possibility of having a rep from each university’s education departments on the Council board. Erickson/Wegner (MSC) to pursue each of the education departments to have a seat on the NDCEL board.

E. **Educator Jobsite:** The Executive Director stated she is looking for ways to generate more revenue and provide services to members. A possibility would be to create a job vacancy website where, for a nominal membership fee, schools can post an educational vacancy and administrators, after inserting their qualifications/credentials, would be able to receive alerts to vacancies. After brief discussion, consensus was that executive director compile more information and get bids on creating a website and report back to the board.

F. **Educators’ Online Journal:** Sherry Houdek approached the Board about posting on the NDCEL website an educators’ journal that would have articles pertinent to schools in North
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Dakota, i.e. best practices, etc. The journal would be collaboration among the universities’ education departments and would be published on a quarterly basis; NDCEL’s involvement would be posting it to their website. The Board discussed the request and took a straw vote and passed approval; Houdek stated the first issue would be ready in October 2014.

7. **New Business/Issues Discussion:** None

8. **Constituent Association Issues:** None

9. **Next Meeting Dates:**
   A. February 20, 2014 at 3:30 p.m. via Adobe Connect
   B. April 10, 2014 at 11:00 a.m. in Bismarck

10. **Adjournment:** The meeting adjourned at 5 p.m.

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Aimee M. Copas
Executive Director