

LAKE REGION TEACHER CENTER GOVERNANCE

Revised December 2008

Reviewed September 2010

Revised September 2014

MISSION STATEMENT

The Lake Region Teacher Center (LRTC) will provide area teachers with opportunities to attend in-service training sessions, enroll in college classes for credit, observe programs in other schools, and utilize programs and materials developed by other professionals and agencies. By providing these opportunities we believe educators have a better chance to develop to their full potential, and the local educational systems can be strengthened, and a higher quality education can be delivered to all students.

1. MEMBERSHIP

- a. Each membership school will be invited to have a teacher represent the school on the Lake Region Teacher Center (LRTC) Policy Board. Each school will establish its own guidelines to determine board members.
- b. Administrators will serve on the board with the majority of members being teachers.

2. GOALS AND OBJECTIVES

- a. The Lake Region Teacher Center (LRTC) will provide member schools with in-service and staff development by:
 - i. Working with colleges and universities in sponsoring courses for credit.
 - ii. Planning and providing for small group or individual in-service training programs.
 - iii. Coordinating teacher visitations with state funds when available.
- b. The LRTC will distribute at least six newsletters per year to all members.
- c. The LRTC will work with the North Dakota State Teacher Center Network (NDTCN) regarding collection and dissemination of materials, as well as publicizing staff development opportunities.
- d. The LRTC will submit an annual report to the NDTCN by August 1, of each year.

3. POLICY BOARD

- a. The purpose of the Policy Board shall be to act as the decision making body of the Lake Region Teacher Center (LRTC) with the following duties:
 - i. To establish the philosophy, goals and objectives for the LRTC.
 - ii. To review a job description for the director.
 - iii. To set fees for the LRTC.
- b. The Policy Board will have bi-annual elections to fill the offices of president, vice-president, and secretary. The election will be held at the fall meeting.
- c. For conducting business, at least six Policy Board members must be present.
- d. The Policy Board will meet a minimum of three times a year.

- e. The Policy Board will review the LRTC financial reports.
- f. The Policy Board will recommend continuing classes to being into the area.

4. EXECUTIVE BOARD

- a. The purpose of the Executive Board shall be to meet with the Lake Region Teacher Center (LRTC) director between policy board meetings to facilitate the business of the LRTC.
- b. The Executive Board consists of the LRTC Director, the Policy Board President, Vice President, and one administrator.
- c. The Executive Board will help develop operational and organizational procedures.
- d. The Executive Board will assist in advertising for, interviewing, and hiring a qualified director (The director shall be a certified teacher and hired for a minimum of twenty hours per week for 11 months, as deemed by the state NDTCN funding guidelines.).
- e. The Executive Board will evaluate the director annually in writing.

5. IN-SERVICE COMMITTEE

- a. Help the director coordinate the Lake Region Teacher Center (LRTC) in-service:
- b. Submit names, addresses, and cost of potential in-service personnel.
- c. Decide on the format of the August and January in-services (use questionnaires).
- d. Make arrangements for building(s) to be used for the August and January in-service.
 - i. Contact community businesses and organizations for outside support, if necessary.
 - ii. Take additional responsibilities as directed by the full Policy Board.
 - iii. Consist of at least four Policy Board members.