BOARD MINUTES MN CENTER FOR ARTS EDUCATION

FRIDAY, JANUARY 19, 1990

The January 19, 1990, meeting of the Board of Directors for the MN Center For Arts Education was held in the cafeteria of the administrative offices of Arts High, 6125 Olson Memorial Highway, Golden Valley, MN 55422.

Harry Sieben, Jr. called the meeting to order at 1:30 p.m. on Friday, January 19, 1990, with the following Board members in attendance: Harry Sieben, Jr., Ruth Roitenberg, Audrey Eickhof, Bill Richards, and Nancy Vollertsen. Absent Board members included: Philip Brunelle, Joe Duffy, Jack Fena, Flo Grieve, Ted Grindal, Owen Husney, Mary Ingebrand-Pohlad, William Jones, and Garland Wright. Staff in attendance included: Jim Undercofler, Barbara Martin, Karon Sherarts, Tom Carlson, and Bette Seide. Parent Mary Andler and student council members Nicole Nelson and Dallas Brunson were also in attendance.

MINUTES/AGENDA

There were no additions or deletions to the agenda. Motion was made and seconded to accept minutes as written. Motion carried.

Harry Sieben Jr. opened discussion to discuss his term of office and indicated that since he had not served two full four-year terms, it was his understanding that he could continue to serve on the board.

COMMUNICATIONS

Several articles were distributed in the board packets about the School. Jim Undercofler gave report on Science/Math Task Force. He also stated that the School had been visited by several news reporters and press has been very favorable.

FINANCE SUBCOMMITTEE REPORT

Budgetary printouts from the statewide accounting system were distributed and discussed. Nancy Vollertsen reported that agency expenditure had been reviewed and the school was still solvent.

The Subcommittee reviewed 2 Resource Center Grants. Karon Sherarts gave overview. Committee moved approval of \$15,000 MN Alliance For Arts Education grant for Education/Leadership Conference; Ruth Roitenberg seconded. Motion carried. Subcommittee also moved approval of \$4,554 U Of M grant for Education/Leadership Conference. Karon again gave overview. Ruth seconded. Motion carried.

EXECUTIVE COMMITTEE

Harry Sieben, Jr. reported that an Executive Committee Meeting had been held on December 21 at which time MAX Grants were reviewed and approved.

RESOURCE CENTER REPORT

Karon Sherarts introduced Judith Mirus, who reported on Lavin technique analysis. Karon gave update on Resource Center Arts Collection and reported that Margaret Haase had been hired as consultant. She also stated that the Advisory Council had met on December 8 and 19 to review grants and discuss the goals of the Council.

DIRECTOR'S REPORT

Jim Undercofler reported that the School had received 270 applications; did not have exact breakdown but stated that interest was quite different from last year. Jim reported on the fine Martin Luther King program the student council had organized and introduced student council representative Nicole Nelson/Music student from Chaska, and Dallas Brunson/Theater student from Mahtomedi, each of whom reported very favorable reaction to the School, stated what an incredible opportunity it was to them, and answered questions from Board members.

Jim reported on the Capital Budget and the cost comparison request on construction in Golden Valley and Saint Paul, which was discussed line by line. There was consensus that students be involved in lobbying process.

Jim stated that there had been good response to interest survey for Magnet Amendment.

Mary Andler reported that 2 Parent Advisory Council meetings had been held and were well attended. She discussed the role of the Council and the essential need for communication since children are living away from home; she discussed what the Council could share with new parents who will be parenting without a child and the very supportive atmosphere; and the role of the Council in the upcoming legislative session and the importance of a legislative update.

OTHER BUSINESS

The next Board meeting was scheduled for Friday, February 16, 1990, at 1:30 p.m.

Upon no further business, Harry Sieben, Jr. adjourned the meeting at 2:35 p.m.

m418A



A Statewide Public High School & Resource Center 6125 Olson Memorial Highway, Golden Valley, Minnesota 55422 • 1-612-591-4700 • 1-800-652-9747

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January 2, 1990

Dear Friend of the Arts and Education:

Very soon, the Fifth Annual edition of "Arts in Minnesota: A Guide to Arts Programs for Students and Teachers" will be compiled. The Minnesota Center for Arts Education will again team up with the Minnesota Alliance for Arts in Education to produce this compendium as a free public service widely available to communities throughout Minnesota. More than 25,000 copies of this comprehensive guide will be distributed state-wide in Spring of 1990.

The 1990 directory will list over 300 Summer Arts Programs for young people in grades K-12, and will also describe many training programs and special opportunities in the arts for teachers. We are now seeking information on arts programs to be offered starting in Summer of 1990. If your school, community center or non-profit organization offers courses, workshops, or activities for Students and/or Teachers, we invite you to send us program information for the 1990 edition.

Enclosed are information survey forms and a return envelope. There are separate forms for Student Programs and for Teacher Programs. If several different courses or workshops are offered under one program heading, please give a brief program description on the front page of the survey and then use the attached form to describe the program sections more fully. If your program was listed in last year's catalog, you will receive (enclosed herein), a clipping of your 1989 listing. Please return this clipping noting any changes for 1990.

An Index of the programs will be included again this year. I urge you to give your program or course a title which *uniquely identifies it*. Generic titles such as: "Summer Workshop: 1990", or "Arts Program", for example, do not help the reader to distinguish your program from many others.

In order that we may achieve a timely distribution of the catalog, we ask that you return all information no later than January 31, 1990. (postmark deadline).

If you have any questions, please call the Minnesota Alliance for Arts in Education, (612) 627-4627, and ask for me. Thank you for your participation!!

Judith Mirus Project Consultant

P.S. Please pass this survey along to appropriate persons in your organization or community.

1990 ARTS PROGRAMS FOR TEACHERS

PLEASE TYPE OR PRINT CLEARLY. Describe one program per form. Fill out each form in full.					
If several courses are included under one program, (such as a summer camp or institute), describe the					
overall program on this page and use attached "Comprehensive Listing" form to describe your program more fully. Duplicate form(s) as needed. We reserve the right to edit the information for clarity or brevity. (Note: If this program was listed in last year's compendium, please remember to send back the enclosed					
					clipping of your 1989 listing with changes indicated for 1990.)
					This course was included in last weer's Guide
This course was included in last year's GuideI am returning the corrected clipping from last year's Guide.					
This program is a MAX program in 1990.					
1. Name of Program:					
2. Description of Program: (3-4 sentences)					
3. What disciplines are served by the program? (Check all that apply)					
aVisual Arts:PaintingDrawingSculptureCraftsOther:					
b. Dance: Ballet Modern Jazz Other:					
c. Literary Arts: Poetry Fiction Creative Non-Fiction Other:					
d. Media Arts: Film Photography Video Other:					
eMusic:VocalInstrumentalOther: f. Theater: Acting Playwriting DirectingTechnicalOther:					
gComputer Art					
hInterdisciplinary					
·					
4. Teachers of what grade level is the program/opportunity designed to serve?					
elementary classroom teacherelementary arts specialist					
secondary arts specialist secondary other:					
Other:					
5. Dates of Program: Registration deadline:					
6. What are the <i>costs</i> of the program?					
FREEStipends availableCollege credit offeredIn-service credits offered					
\$Tuition \$Materials \$Room & Board					

1990 ARTS PROGRAMS FOR TEACHERS

7. Program Sponsor: Institution:	
Address:	
	ZIP
8. Other Program Sponsor(s):	
9. Program Director: Name:	
Title:	
Phone: ()	
10. If there is an administrative <i>contact person</i> whom you the Program Director listed above, please provide	
Contact Person:	Phone: ()
Title:	
11. Program Location (if different from Institution listed	l above):
12. Region in which this program is located: Region 1, 2: NorthwestRegion 3: Northeast (Arrowhead)Region 4: West Central (Lake Region)Region 5: North CentralRegion 6E & W, 8: Southwest (SMAHC)	Region 7E & W: Central/East Central (Region 8, see Region 6/8: Southwest) Region 9: South Central Region 10: Southeastern Region 11: Metropolitan
13. Have you offered this program before?Yes	No If yes, in what years?
14. We encourage you to distribute these guides to your will receive as a listee, HOW MANY of the 1990	-
5 copies 10 copies 20 co	opiesother
COMMENTS:	

1990 SUMMER ARTS PROGRAMS FOR STUDENTS

PLEASE TYPE OR PRINT CLEARLY. Describe one program per form. Fill out each form in full. If several courses are included under one program, (such as a summer camp or institute), describe the overall program on this page and use attached "Comprehensive Listing" form to describe your program more fully. Duplicate form(s) as needed. We reserve the right to edit the information for clarity or brevity (Note: If this program was listed in last year's compendium, please remember to send back the enclosed clipping of your 1989 listing with changes indicated for 1990.)		
This course was included in last year's GuideI am returning the corrected clipping from last year's GuideThis program is a MAX program in 1990.		
1. Name of Program:		
2. Description of Program: (3-4 sentences)		
3. What disciplines are served by the program? (Check all that apply) a. Visual Arts: Painting Drawing Sculpture Crafts Other: b. Dance: Ballet Modern Jazz Other: c. Literary Arts: Poetry Fiction Creative Non-Fiction Other: d. Media Arts: Film Photography Video Other: e. Music: Vocal Instrumental Other: f. Theater: Acting Playwriting Directing Technical Other g. Computer Art h. Interdisciplinary		
4. What <i>grade levels</i> will students be entering in the fall? K-34-67-89-1011-12Other:		
5. What <i>skill level</i> of students is the program designed to serve? beginningintermediateadvancedvery advanced		
6. Dates of Program: Registration deadline:		
7. What are the <i>costs</i> of the program? FREE Tuition: \$ Materials: \$ Room & Board: \$Scholarships available?		

1990 SUMMER ARTS PROGRAMS FOR STUDENTS

8. Program Sponsor: Institution:	
Address:	
	7ID
8a. Other Program Sponsor(s):	·
9. Program Director: Name:	
Title:	
Phone: ()	
10. If there is an administrative <i>contact person</i> whom you the Program Director listed above, please provide:	
Contact Person:	Phone: ()
Title:	
11. Program Location (if different from Institution listed	
12. Region in which this program is located: Region 1, 2: NorthwestRegion 3: Northeast (Arrowhead)Region 4: West Central (Lake Region)Region 5: North CentralRegion 6E & W, 8: Southwest (SMAHC)	Region 7E & W: Central/East Central (Region 8, see Region 6/8: Southwest) Region 9: South Central Region 10: Southeastern Region 11: Metropolitan
13. Have you offered this program before?Yes	_No If yes, in what years?
14. We encourage you to distribute these guides to your c will receive as a listee, HOW MANY of the 1990	
5 copies 10 copies 20 co	pies 30 copiesother
COMMENTS:	

"Comprehensive Listing" Form

If several courses are included under one program, (such as a summer camp or institute), describe the overall program on the Survey Form and use this page to describe your program more fully. Include age level, skill level, tuition, if these vary from course to course.
Duplicate form as needed. We reserve the right to edit the information for clarity or brevity.
Name of Total Program (from Survey Form):
Description of Courses Sections Sessions offered under this Programs

M 418

BOARD MINUTES MN CENTER FOR ARTS EDUCATION

FRIDAY, JANUARY 19, 1990

The February 16, 1990, meeting of the Board of Directors for the MN Center For Arts Education was held in the board room of the administrative offices of Arts High, 6125 Olson Memorial Highway, Golden Valley, MN 55422.

Harry Sieben, Jr. called the meeting to order at 1:30 p.m. on Friday, January 19, 1990, with the following Board members in attendance: Harry Sieben, Jr., Ruth Roitenberg, Audrey Eickhof. Absent Board members included: Philip Brunelle, Joe Duffy, Jack Fena, Flo Grieve, Ted Grindal, Owen Husney, Mary Ingebrand-Pohlad, William Jones, Bill Richards. Nancy Vollertsen, Garland Wright. Staff in attendance included: Jim Undercofler, Barbara Martin, Karon Sherarts, Bette Seide.

MINUTES/AGENDA

There were no additions or deletions to the agenda. Motion was made and seconded to accept minutes as written. Motion carried.

COMMUNICATIONS

Several articles were distributed in the board packets about the School. Barbara Martin reported that press has been good and that press was calling to initiate stories.

Jim Undercofler reported that the House Finance Committee had met here and toured the facility.

FINANCE SUBCOMMITTEE REPORT

Budgetary printouts from the statewide accounting system were distributed and discussed. Audrey Eickhof reported that agency expenditures had been reviewed and everything is in order.

The Subcommittee reviewed 4 Resource Center Grants. Karon Sherarts gave overview. Committee moved approval of \$11,730 Guthrie Theater grant for secondary teachers to develop more effective instructional strategies for teaching Shakespeare's history plays to high school students; Ruth Roitenberg seconded. Motion carried. Subcommittee also moved approval of \$3,000 Playwrights' Center grant for two minority scholarships and cold reading component. Karon again gave overview. Ruth seconded. Motion carried. Subcommittee moved approval of \$33,850. U of M Leadership program; Karon gave overview. Ruth seconded. Motion carried. Subcommittee moved approval of \$14,383 Maria, Colleen and Kids grant for pilot dance awareness project for elementary students. Karon gave overview. Ruth seconded. Motion carried. All carried unanimously.

EXECUTIVE COMMITTEE

Harry Sieben, Jr. reported that no Executive Committee Meeting had been held in January.

RESOURCE CENTER REPORT

Karon Sherarts reported on coordination of MAX programs and the need to provide in-service training.

Karon also reported that Princeton Project is going very well, that a creative connection is being made, and that goals have been developed. She indicated that she had spent a day as interdisciplinary learner and received a lot of good feedback.

There has been a formal request for proposals issued for the dance initiative joint project to work with 15 schools to develop and pilot dance into curriculum and to develop a comprehensive dance curriculum.

Arts Resource Center Collection is going well. Consultant Margaret Hasse feels goals are being accomplished.

DIRECTOR'S REPORT

Jim Undercofler reported that Capital Budget appears very, very tight and that he had been called to see what budget cuts the agency might be able to make.

Jim stated that interim week had been terrific; the theme being "Origins of Civilization"; and that some of the part-time students had indicated a desire to attend full-time next year. Board discussed that request and indicated that it seemed to be a good idea.

Jim discussed the request by students to Change Arts Area and the need to develop process to change it.

Jim also requested that Final Review Team be approved as follows: Patrick Quade/performing artist; Tacoumba Aikin/visual artist; Roy McBride/literary artist; Pat Feit/educator; Cheryl Creecy/educator; and Susan Hastings/psychologist. Board unanimously approved.

Barbara Martin gave a report on what's happening at the Legislature and answered questions on various topics.

OTHER BUSINESS

The next Board meeting was scheduled for Friday, March 16, 1990, at 1:30 p.m.

Upon no further business, Harry Sieben, Jr. adjourned the meeting at 2:15 p.m.

m 418

BOARD MINUTES MN CENTER FOR ARTS EDUCATION

FRIDAY, MARCH 16, 1990

The March 16, 1990, meeting of the Board of Directors for the MN Center For Arts Education was held in the board room of the agency's administrative offices, 6125 Olson Memorial Highway, Golden Valley, MN 55422.

Harry Sieben, Jr. called the meeting to order at 1:30 p.m. on Friday, March 16, 1990, with the following Board members in attendance: Harry Sieben, Jr., Joe Duffy, Audrey Eickhof, Jack Fena, Ted Grindal, Flo Grieve, Bill Jones, Nancy Vollertsen. Absent Board members included: Philip Brunelle, Owen Husney, Mary Ingebrand-Pohlad, Bill Richards, Ruth Roitenberg, Garland Wright. Staff in attendance included: Jim Undercofler, Barbara Martin, Karon Sherarts, Bette Seide. Also in attendance were student council members Nathan Kokernot and Melody Doyle.

MINUTES/AGENDA

There were no additions or deletions to the agenda. Motion was made and seconded to accept minutes as written. Motion carried.

COMMUNICATIONS

Several articles were distributed in the board packets about the School. Jim Undercofler reported that most press has been good; students commented on <u>City Pages</u> story in which they were referred to as "misfits".

FINANCE SUBCOMMITTEE REPORT

Budgetary printouts from the statewide accounting system were distributed and discussed. Nancy Vollertsen reported that agency expenditures had been reviewed and everything is in order.

The Subcommittee reviewed 1 Resource Center Grant. Karon Sherarts gave overview. Committee moved approval of \$3,000 for U of M Playing (Less) Hurt; Bill Jones seconded. There was long discussion as to why this was being funded for a third year, then carried unanimously.

EXECUTIVE COMMITTEE

Harry Sieben, Jr. reported that no Executive Committee Meeting had been held in February.

RESOURCE CENTER REPORT

Karon Sherarts presented a graph of MAX programs; discussion involved what was happening in all locations.

Karon also reported on mentor programs and stated that while they are expensive, they have been extremely successful; there has been discussion about the movement of the mentor program from the MAX banner to the high school program.

Leadership training through the University of Minnesota has encouraged important suggestions.

DIRECTOR'S REPORT

Jim Undercofler gave legislative update; discussed costs to buy Golden Valley site and the legislature's discussion to sell Saint Paul land; where bonding is at; history of the purchase of Golden Valley site and the Japanese. Extensive discussion ensued related to the Board's position. Harry Sieben, Jr. reiterated the Board position to locate the School at the previously chosen Saint Paul site.

Jim introduced the Drug/Alcohol Procedure. Sense of the Board was that it is not tough enough, should be rewritten and discussed at the next meeting.

Jim passed out the School Calendar for Board Information, as well as the End of Year Activities to which the Board was invited.

Jim discussed Graduation and invited a Board member to be on the committee. Flo Grieve recommended Bill Richards.

Jim also provided an admissions update; discussed the final review team meeting to be held on the 21st; discussed student transportation versus dorm living for next year; and letter grades.

OTHER BUSINESS

The next Board meeting was scheduled for Friday, April 20, 1990, at 1:30 p.m.

Upon no further business, Harry Sieben, Jr. adjourned the meeting at 3:15 p.m.

M 418

BOARD MINUTES MN CENTER FOR ARTS EDUCATION

FRIDAY, MAY 18, 1990

The May 18, 1990, meeting of the Board of Directors for the MN Center For Arts Education was held in the board room of the agency's administrative offices, 6125 Olson Memorial Highway, Golden Valley, MN 55422.

Harry Sieben, Jr. called the meeting to order at 1:30 p.m. on Friday, May 18, 1990, with the following Board members in attendance: Harry Sieben, Jr., Ruth Roitenberg, Philip Brunelle, Audrey Eickhof, Jack Fena, Flo Grieve, Jonelle Moore, Bill Richards. Absent Board members included: Joe Duffy, Ted Grindal, Mary Ingebrand-Pohlad, Bill Jones, Nancy Vollertsen, Garland Wright. Staff in attendance included: Jim Undercofler, Barbara Martin, Bette Seide. Also in attendance was parent Mary Andler.

MINUTES/AGENDA

There were no additions or deletions to the agenda. Motion was made and seconded to accept (March) minutes as written. Motion carried. The April Board of Directors meeting was cancelled because of staff conflicts with legislature hearings.

COMMUNICATIONS

Several articles were distributed about the School. Jim Undercofler reported that press has been good.

FINANCE SUBCOMMITTEE REPORT

Budgetary printouts from the statewide accounting system were distributed and discussed. Audrey Eickhof reported that agency expenditures had been reviewed and everything is in order. The accounting department was commended for being 99.3% on time in making payments.

The Subcommittee reviewed 1 Resource Center Grant. Jim U. gave overview. Committee moved approval of \$4,000 for Trollwood Performing Arts School; Philip Brunelle seconded. There was long discussion as to why this was being funded since it is not a Minnesota school. Bill Richards opposed as it is outside usual grants procedures, it is across borders, and establishes questionable precedent; then motion carried with one abstention - with the understanding that a sliding scale be established based on financial need.

EXECUTIVE COMMITTEE

Harry Sieben, Jr. reported on Executive Committee Meeting.

RESOURCE CENTER REPORT

Barbara Martin gave update on Professional Opportunities program(POP); Dance Education Initiative; The Arts Resource Collection, which is to be phased in over two years; the

Interdisciplinary Learning Seminar which grew out of the Princeton Project; and FY90 Progress and Activities To-Date Toward Accomplishing The Resource Center FY90-91 Program Plan.

DIRECTOR'S REPORT

Jim Undercofler gave legislative update; discussed the 2% cut, expanded purchasing authority, need for additional complement, and bonding and the moving ahead to purchase Golden Valley site. Question/discussion revolved around board position as to permanent location of the School; Jack Fena stated that the board must take a position but it needs further discussion; parent Mary Andler stated that she believed the site should be in a more urban setting and that there should be parent discussion; Philip Brunelle stated that from the performing arts view, the Golden Valley site is less than ideal.

Jim reported that Students wish to participate in State High School League Speech events; Philip Brunelle moved; several seconded; motion carried.

Jim reported that Summer School is a big hit; provided a magnet school update; and discussed the joint Board/Advisory Council Retreat in conjunction with the next Board meeting. The June meeting was cancelled due to conflicting vacation schedules; regular schedule to resume after retreat.

Jim also discussed the problems with summer school opportunities for students who are financially unable to participate and the need to somehow resolve that.

OTHER BUSINESS

Upon no further business, Harry Sieben, Jr. adjourned the meeting at 2:35 p.m. so the Board could attend a special student performance.

M 418

BOARD MINUTES MN CENTER FOR ARTS EDUCATION

FRIDAY, JULY 20, 1990

The July 20, 1990, meeting of the Board of Directors for the MN Center For Arts Education was held in the board room of the agency's administrative offices, 6125 Olson Memorial Highway, Golden Valley, MN 55422.

Harry Sieben, Jr. called the meeting to order at 1:30 p.m. on Friday, July 18, 1990, with the following Board members in attendance: Harry Sieben, Jr., Ruth Roitenberg, Audrey Eickhof, Jack Fena, Ted Grindal, Jonelle Moore, Bill Richards, Nancy Vollertsen. Absent Board members included: Philip Brunelle, Joe Duffy, Flo Grieve, Mary Ingebrand-Pohlad, Bill Jones, Garland Wright. Staff in attendance included: Jim Undercofler, Barbara Martin, Karon Sherarts, Bette Seide.

MINUTES/AGENDA

There were no additions or deletions to the agenda. Motion was made and seconded to accept minutes as written. Motion carried.

COMMUNICATIONS

Several articles were distributed about the School. Jim Undercofler reported that press has been good.

FINANCE SUBCOMMITTEE REPORT

Budgetary printouts from the statewide accounting system were discussed. Nancy Vollertsen reported that agency expenditures had been reviewed and everything is in order.

Nancy reported that the Subcommittee had reviewed and approved the Annual Professional/ Technical Services Plan. Barbara Martin gave brief overview. No board action required.

The Subcommittee reviewed the Annual Small Grants Plan. Barbara again gave overview. Nancy reported that it had been approved. No board action required.

The Subcommittee reviewed 3 Resource Center Grants. Committee moved approval of \$20,000 to MN Alliance for Arts in Education for ArtBeat; seconded. Karon gave overview. Appearance as to continual funding was discussed; Board recommended that Alliance be informed that this is not an ongoing grant. Committee assured board that grant is reviewed on merits each year. Motion carried. Committee moved approval of Dance Education Initiative grant as amended(\$25,605.24); seconded. Karon provided overview. Motion carried. Karon provided overview of MN Museum of Art grant(\$9525). Nancy reported subcommittee concerns that grant not be targeted to just S.E. Asians and that administrative costs were extraordinarily high. Committee moved denial of grant with recommendation that other minorities also be targeted and administrative costs brought into line, then returned to finance subcommittee for reconsideration; seconded; motion carried.

EXECUTIVE COMMITTEE

Harry Sieben, Jr. reported on Executive Committee Meeting. Lengthy discussion related to the Attorney General's opinion on the term of the Advisory Council. He stated that according to the opinion, it appeared that the Council had been operating without legal authority since August 1, 1987. Jim Undercofler indicated that the opinion had been generated from a request for clarification of members' terms, as the enabling legislation did not provide specific direction, and new members were about to be appointed. Bill Richards voiced concern that the Council not disappear entirely, but that options be explored so it could continue with the same membership to provide advice. Jack Fena moved to dissolve the current Resource Programs Advisory Council, noting that the board had authority pursuant to MS 15.014 to appoint task forces to give advice. Nancy Vollertsen amended the motion to include a directive that Jim Undercofler present at the board's September meeting recommendations for task forces to be created that would provide input on resource programming. Bill Richards spoke against the motion. Mr. Fena's motion was seconded and carried on voice vote. Mr. Richards requested that his negative vote be recorded in the minutes. Harry Sieben indicated that a letter would be sent to council members advising them of the Board action and thanking them for their service.

Ruth Roitenberg requested that the board address issue of those members who do not actively participate/attend board meetings. Harry Sieben, Jr. stated it is appropriate to solicit participation. It was suggested that Jim Undercofler call inactive members to poll them as to intent to participate and report back at the next board meeting.

RESOURCE CENTER REPORT

Karon Sherarts reported that the Arts Resource Focus Group is going well and an official report will be available by the end of September; that the Princeton Project has been refunded by the National Endowment; and that the MAX program is winding down; Jim Undercofler stated that he and Associates had been evaluating programs and reports indicate that MAX has been incredibly exemplary this year. Bill Richards recommended that evaluators be penalized if incomplete by September 30.

DIRECTOR'S REPORT

Jim Undercofler submitted Tom Carlson's written summer school report, which is reflective of the regular program, and stated that it received very favorable response.

Jim reported that the on-site audit is almost complete and final report due in December. He is in process of developing a conflict of interest policy related to grants.

Jim requested next year's Bemidji and Mankato admissions review sites be approved so facilities may be contacted early; review dates will be January 26, February 2, 9, 16, 23, and March 2. Motion made, seconded and carried.

Jim discussed need to establish charitable foundation and provided brief history. Nancy recommended that we obtain tax exempt status prior to implementation; board recommended that former members be polled to consider their participation.

Jim asked for volunteer to represent board at Metro ECSU; Jack Fena was appointed.

Topic of Site Purchase/Oil Tank was discussed; Nancy moved that board pursue action to request private legal representation at time of closing; seconded; motion carried.

OTHER BUSINESS

Six month meeting schedule was discussed. Decision was made that due to meeting/vacation/holiday conflicts, there would be no August meeting and that meeting schedule would be changed to second Friday of the month.

Upon no further business, Harry Sieben, Jr. adjourned the meeting at 3:35 p.m.

W7418

BOARD MINUTES MN CENTER FOR ARTS EDUCATION

FRIDAY, SEPTEMBED 14, 1990

The September 14, 1990, meeting of the Board of Directors for the MN Center For Arts Education was held in the board room of the agency's administrative offices, 6125 Olson Memorial Highway, Golden Valley, MN 55422.

Nancy Vollertsen called the meeting to order at 1:30 p.m. on Friday, September 12, 1990, with the following Board members in attendance: Audrey Eickhof, Flo Grieve, Bill Jones, Jonelle Moore, Bill Richards, Nancy Vollertsen. Absent Board members included: Harry Sieben, Jr., Ruth Roitenberg, Philip Brunelle, Joe Duffy, Jack Fena, Ted Grindal, Owen Husney, Garland Wright. Staff in attendance included: Jim Undercofler, Barbara Martin, Karon Sherarts, Pam Paulson, Bette Seide.

MINUTES/AGENDA

There were no additions or deletions to the agenda. Motion was made and seconded to accept minutes as written. Motion carried.

COMMUNICATIONS

Several articles were distributed about the School. Jim Undercofler reported that press has been good.

FINANCE SUBCOMMITTEE REPORT

Budgetary printouts from the statewide accounting system were discussed. Nancy Vollertsen reported that agency expenditures had been reviewed and everything is in order.

Nancy reported that the Subcommittee had reviewed the Twin Cities Opera Guild, Inc. Grant request. Jim Undercofler gave brief overview. Nancy stated Subcommittee reservations, requested additional information, then tabled temporarily.

The Subcommittee reviewed the MN Museum of Art Grant. Karon gave overview. Concerns were expressed that major focus is Southeast Asians, only 20 students, no Southeast Asian mentor, and there was a \$250 expense for T-Shirts which could be put to better use as cultural liaison. Committee moved approval; seconded; motion carried with Bill Richards voting against.

EXECUTIVE COMMITTEE

Nancy reported on Executive Committee Meeting. Agenda item, Executive Director's performance evaluation. Consensus was that the Executive Director has performed satisfactorily and the Executive Committee recommends salary increase.

RESOURCE PROGRAMS REPORT

Karon Sherarts opened discussion on advisory task forces. Discussion related to Resource Programs' needs. Bill Richards moved that the board appoint an advisory task force made up of at least 1 representative from each congressional district, one from each of the six arts areas, and a representative from the Arts Board, Education, and the ECSUs; motion seconded and carried with Nancy Vollertsen voting against the motion.

Flo Grieve raised issue of advisory council dissolution. Nancy Vollertsen provided overview. Flo expressed concern about the way in which the council had been dissolved. It was ultimately agreed upon that all board members would be mailed a copy of Chairperson Sieben's letter informing advisory council members of its action.

The POP evaluation process was discussed. Ruth Roitenberg was appointed to be the board representative. MAX evaluation process was also discussed. The board needs to appoint a subcommittee to review MAX grants. Need for competitive review process was discussed; need to return to it in October.

DIRECTOR'S REPORT

Jim Undercofler presented Mission and Goals. Nancy Vollertsen recommended that it be tabled. Flo moved approval; seconded; motion carried.

Jim discussed conflict of interest statute and indicated that each individual must so state.

Jim requested that the foundation wait until next year's biennial budget but in the interim, the board must have a vehicle to accept gifts and distribute such. Recommendation that committee of 2 parents, two faculty and one administrator be appointed to review.

Jim provided school year update, reported that everything is going well, and indicated that the student directory will be forthcoming.

OTHER BUSINESS

Upon no further business, Nancy Vollertsen adjourned the meeting at 3:25 p.m.



A Statewide Public High School & Resource Center 6125 Olson Memorial Highway, Golden Valley, Minnesota 55422 • 1-612-591-4700 • 1-800-652-9747

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MEETING ANNOUNCEMENT

Friday, November 9, 1990 1:30 p.m. - 3:30 p.m.

Board of Directors' Meeting Agency Conference Room 6125 Olson Memorial Highway Golden Valley, MN 55422 (612) 591-4700

- 1. Minutes/Agenda
- 2. Communications
- 3. Finance Subcommittee Report
- 4. Executive Committee Report
- 5. Resource Center Report
- 6. Executive Director's Report
- 7. Other Business
- 8. Adjournment

M 418

BOARD MINUTES MN CENTER FOR ARTS EDUCATION

FRIDAY, OCTOBER 12, 1990

The October 12, 1990, meeting of the Board of Directors for the MN Center For Arts Education was held in the board room of the agency's administrative offices, 6125 Olson Memorial Highway, Golden Valley, MN 55422.

Ruth Roitenberg called the meeting to order at 1:30 p.m. on Friday, October 12, 1990, with the following Board members in attendance: Ruth Roitenberg, Philip Brunelle, Joe Duffy, Audrey Eickhof, Jack Fena, Ted Grindal, Jonelle Moore, Bill Richards, Nancy Vollertsen. Absent Board members included: Harry Sieben, Jr., Flo Grieve, Owen Husney, Bill Jones, Garland Wright. Staff in attendance included: Jim Undercofler, Karon Sherarts, Pam Paulson, Mark Youngstrom, Bette Seide. Representing Student Government were Jenny Downes and Yumeca Moses. Representing commuter interests was Megan Amaral. Guests included parent Mary Andler, parent Judy Stolen, and Bill Marx.

MINUTES/AGENDA

There were no additions or deletions to the agenda. Motion was made and seconded to accept minutes as written. Motion carried.

COMMUNICATIONS

Several articles were distributed about the School and Resource Programs. Jim Undercofler reported that press has been good.

Jim also reported on correspondence that Chairman Sieben and Governor Perpich had received related to Advisory Council dissolution.

FINANCE SUBCOMMITTEE REPORT

Nancy Vollertsen reported that Bill Richards had attended the finance subcommittee and extended an invitation to all other Board members who might have interest to attend. Budgetary printouts from the statewide accounting system were discussed. Nancy reported that agency expenditures had been reviewed and everything is in order.

Nancy reported that the Subcommittee had reviewed the MN Alliance for Arts Education Grant request for Arts in Minnesota. Karon Sherarts gave brief overview. Subcommittee moved approval of grant not to exceed \$15,350; seconded; motion carried.

The Subcommittee reviewed the Twin Cities Opera Guild, Inc., Green Children Opera Grant request. Jim Undercofler gave overview. Philip Brunelle stated he was in conflict of interest. Subcommittee moved approval of \$10,000 of the \$15,000 request and reported concerns related to the balance. Committee moved approval; seconded; motion carried with Philip Brunelle abstaining.

The Subcommittee reviewed the Art Educators of Minnesota, Scholastic Art Awards Project. Karon provided overview. Nancy indicated this program reaches over 700 students annually. Subcommittee moved approval of full \$15,000; seconded; motion carried.

Nancy provided overview of the Artist/Mentor Program. She also reported on Karon Sherarts' and Jim Undercofler's recommendations for the 1991 MAX review process.

EXECUTIVE COMMITTEE

Ruth reported that no Executive Committee Meeting had been held in October.

RESOURCE PROGRAMS REPORT

Karon Sherarts reported on preliminary recommendations/conclusions of statewide focus groups (50 participants) for Arts Resource Collection. Report was distributed and discussed.

Karon also reported on the major findings of the 1990 MAX evaluation report. Among them are: MAX programs were offered by 35 separate sponsors, involved an estimated 160 instructors and over 1400 participants from around the state; instruction in this year's programs represented a better balance of learning experiences which encompassed knowing, doing, valuing, and creating in the arts than in previous years; for the various arts forms, differing patterns of learning preferences, expectations and satisfactions were found; the most satisfactorily-rated programs were educator-only workshops, followed by student-only offerings. Among combined student/educator workshops, outcomes are significantly more positive for adult participants than for students; although there was an increase in minority participation this year (from 11% in 1989 to 18% this year), the percentage of minority participants remains relatively small. Each MAX program receives a separate evaluation summary on their program.

DIRECTOR'S REPORT

Jim Undercofler reported on Department of Finance's Biennial Budget Forecast and reported that all departmental budgets are to be submitted at 0% increase with salary increases to be absorbed into base.

Mark Youngstrom presented curriculum, distributed handout, then read a student work. Overview, review and question and answer.

Jim provided overview of problems faced by commuter students. Megan Amaral and her mother Judy Stolen discussed differences between dorm life and losses/stresses/isolation Megan now feels/experiences with commuting. Yumeca Moses added the issue of time spent on bus, difficulty working on projects, and loss of community. Discussion of options the school needs to explore. Ruth Roitenberg stated need to support added funding at Legislative level. Jim Undercofler covered supervision issue/operational costs should another dorm be opened. Nancy Vollertsen stated that it has always been the Board's position that the School be completely residential because it provides better atmosphere for learning but voiced concern that with increased costs, what will suffer. Discussion related to how to solve monetary issue.

Jim discussed the recommendations for the 1991 MAX review process that had been discussed with the Finance Committee. The process involves: a) staff preparing a summary analysis, each proposal to include imput from program associates; b) summary analysis, proposals and recommendations are reviewed by an expanded Board/Finance Committee; c) Finance Committee recommendations are presented to the full board for consideration.

Jim reported that the Request-for-Proposal is out for Magnet Program and 2 meetings have been conducted. January review date is being planned.

Jim also reported on the Arts High School Evaluation/Constituent Survey conducted by Karen Rogers, which was overwhelmingly positive, and recommended that an evaluation focusing on different aspects of the program be conducted annually.

Jim presented Accreditation materials and reported that it would be in place by the end of the school year.

Student Government spokesperson, Jenny Downes, reported on food issue, i.e., that it is terrible. Discussion related to just what is wrong. Jack Fena made motion that the food in charge of food service contractor be invited to the next board meeting to discuss issues surrounding quality of food service; seconded; motion carried. Discussion as to available options.

OTHER BUSINESS

Jim relayed Chairperson Sieben's request that since he cannot attend the December Board meeting, that it be moved to December 12 at 12:00 noon. Consensus was that it be rescheduled to that date; Finance Subcommittee will meet prior to the regular meeting.

Bill Richards requested Task Force update. Jim reported that the availability of appointments had been submitted to the Secretary of State for posting and that all former Advisory Council members will be notified. Jim also reported that Mary Pohlad, Congressional District 3 At-Large, had resigned from the Board and Steve Watson, Director of the High Technology Council, had been appointed by Governor Perpich to fill her seat.

Upon no further business, Ruth Roitenberg adjourned the meeting at 3:35 p.m.

BOARD MINUTES MN CENTER FOR ARTS EDUCATION NUMBER 1, FRIDAY, CTOBER 12, 1990

The November 9, 1990, meeting of the Board of Directors for the MN Center For Arts Education was held in the board room of the agency's administrative offices, 6125 Olson Memorial Highway, Golden Valley, MN 55422.

Harry Sieben, Jr. called the meeting to order at 1:30 p.m. on Friday, November 9, 1990, with the following Board members in attendance: Ruth Roitenberg, Joe Duffy, Audrey Eickhof, Jack Fena, Flo Grieve, Ted Grindal, Jonelle Moore, Nancy Vollertsen, Steve Watson. Absent Board members included: Philip Brunelle, Owen Husney, Bill Jones, Bill Richards, Garland Wright. Staff in attendance included: Jim Undercofler, Barbara Martin, Karon Sherarts, Bette Seide. Representing Student Government were Megan Amaral and Eric Wood.

MINUTES/AGENDA

There were no additions or deletions to the agenda. Motion was made and seconded to accept minutes as written. Motion carried.

COMMUNICATIONS

Several articles were distributed about the School and Resource Programs. Jim Undercofler reported that press has been good across the board.

Eric Wood reported on Community Service Project.

FINANCE SUBCOMMITTEE REPORT

Nancy Vollertsen reported that budgetary printouts from the statewide accounting system were discussed, that the Accounting Officer was present, and that the agency was solvent.

Nancy reported that the Subcommittee had reviewed the Regional Arts Council Grant request for Artist/Mentor Program. Jim Undercofler gave brief overview. Subcommittee moved approval of 4 grants for \$7,500 each; seconded; motion carried.

The Subcommittee reviewed the MN Alliance for Arts in Education grant for Selection in Excellence. Karon provided overview. Subcommittee moved approval of \$23,000; seconded; motion carried.

The Subcommittee reviewed the Comprehensive Arts Education Planning Process Implementation Conferences. Karon provided overview. Subcommittee moved approval of \$3,000/Winter conference and \$3,000/Spring conference; seconded; motion carried.

Nancy provided overview of the Artist/Mentor Program. She also reported on Karon Sherarts' and Jim Undercofler's recommendations for the 1991 MAX review process.

EXECUTIVE COMMITTEE

Chairperson Sieben reported that the Executive Committee Meeting had met to discuss Resource Programs Advisory Task Force. Jim Undercofler provided background. Ruth Roitenberg moved approval of Judy Christoffersen, Joanna Cortright, Thomas Debiaso, Lou Ann Dressen, Deanna Fairbanks, Tamara Hauser, Marcia Homer, Debra Leigh, Rodney J. Loeffler, Les Martisko, Linda Nelson, Diane Remington, Patricia Saint Martin, and Michael Tillmann; seconded; motion carried.

RESOURCE PROGRAMS REPORT

Karon Sherarts reported on the Summer Institute held regionally for 40-50 arts educators on the topic of Leadership in arts education.

Karon also reported on the MAX selection process and requested that several Board members meet upon adjourning to discuss the process.

DIRECTOR'S REPORT

Jim Undercofler opened discussion with a Food Service Report. Prior to discussion, Jack Fena requested time to address the Board. He indicated that he was stepping down from the Board and expressed appreciation for the opportunity to have been part of this effort. Other members thanked him for outstanding service and his commitment to getting the agency off the ground.

Jim Undercofler introduced Viking Food Managers and opened the floor for discussion. Viking indicated that it is open to suggestions, has been trying to adapt its menu to feeding kids, has been buying better produce, and has a corporate dietician coming in to review the menu. A question and answer session followed.

Jim provided update of commuter issue. Discussion included steps taken to date, the filling of some dorm slots, a letter to all commuters related to available options, and the issue of adding a dorm/walkway.

Jim announced that Graduation will be May 31 at Coffman Memorial Union at the University of Minnesota, invited all board members to attend, and indicated that all staff are required to attend.

Jim reported that the Request-for-Proposal is out for Magnet Program and 2 information meetings have been conducted. January review date is being planned.

Jim introduced Dan Cornejo/Director of Saint Paul Planning and Economic Development to discuss building prospects. Chairperson Sieben provided background/history and conveyed appreciation for Saint Paul's efforts on the School's behalf. Mr.Cornejo discussed Saint Paul's major pieces of strategy and options to get a permanent home. Nancy Vollertsen stated that the Board continues to hold to its position that Saint Paul is the ultimate site/ultimate building.

OTHER BUSINESS

Chairperson Sieben reminded Board members that the December Board meeting has been moved to December 12 at 12:00 noon. Finance Subcommittee will meet prior to the regular meeting.

Upon no further business, Chairperson Sieben adjourned the meeting at 3:25 p.m.



M 418

A Statewide Public High School & Resource Center 6125 Olson Memorial Highway, Golden Valley, Minnesota 55422 • 1-612-591-4700 • 1-800-652-9747

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MEETING ANNOUNCEMENT

Wednesday, December 12, 1990 12:00 p.m. - 3:30 p.m.

Board of Directors' Meeting Agency Conference Room 6125 Olson Memorial Highway Golden Valley, MN 55422 (612) 591-4700

- 1. Minutes/Agenda
- 2. Communications
- 3. Finance Subcommittee Report
- 4. Executive Committee Report
- 5. Resource Center Report
- 6. Executive Director's Report
- 7. Other Business
- 8. Adjournment



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Cancellation Notice

THE MINNESOTA CENTER FOR ARTS EDUCATION'S JANUARY 11, 1991 BOARD MEETING HAS BEEN CANCELLED



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MEETING ANNOUNCEMENT

Friday, February 8, 1991 1:30 p.m. - 3:30 p.m.

Board of Directors' Meeting Agency Conference Room 6125 Olson Memorial Highway Golden Valley, MN 55422 (612) 591-4700

- 1. Minutes/Agenda
- 2. Communications
- 3. Finance Subcommittee Report
- 4. Executive Committee Report
- 5. Resource Center Report
- 6. Executive Director's Report
- 7. Other Business
- 8. Adjournment

BOARD MINUTES MN CENTER FOR ARTS EDUCATION

FRIDAY, FEBRUARY 8, 1991

The February 8, 1991, meeting of the Board of Directors for the MN Center For Arts Education was held in the board room of the agency's administrative offices, 6125 Olson Memorial Highway, Golden Valley, MN 55422.

Harry Sieben, Jr. called the meeting to order at 1:30 p.m. on Friday, February 8, 1991, with the following Board members in attendance: Audrey Eickhof, Jack Fena, Ted Grindal, Bill Jones, Bill Richards, Nancy Vollertsen, Steve Watson. Absent Board members included: Philip Brunelle, Joe Duffy, Florence Grieve, Owen Husney, Jonelle Moore, Ruth Roitenberg, Garland Wright. Staff in attendance included: Jim Undercofler, Barbara Martin, Karon Sherarts, Bette Seide.

MINUTES/AGENDA

There were no additions or deletions to the agenda. Motion was made and seconded to amend minutes of December 4 special board meeting to reflect that Jack Fena was available to participate in conference call, to make minor typographical changes to Bill Richards and Cindy Lavorato's names, and to omit Student's Name from official minutes as it was a closed meeting. Motion carried. Motion was made and seconded to accept December 12 minutes as written. Motion carried.

COMMUNICATIONS

Jim Undercofler provided Legislative update and reported on proposed cuts. Discussion was related to how it would affect students/costs.

Several articles were distributed about the School and Resource Programs. Jim Undercofler reported that press has been good.

FINANCE SUBCOMMITTEE REPORT

Nancy Vollertsen reported that budgetary printouts from the statewide accounting system had been reviewed and that all is in order.

Nancy reported that the Subcommittee had reviewed the Joint Resource Programs/Guthrie Theater grant request. Karon Sherarts gave brief overview. Subcommittee moved approval of \$25,245; seconded; motion carried, with Bill Richards voting against.

The Subcommittee reviewed Maria, Colleen & Kids grant request. Karon provided overview. Subcommittee moved approval of \$19,994; seconded; motion carried.

The Subcommittee reviewed MN Discipline Based Arts Education Consortium Summer Institute grant request. Karon gave overview. Subcommittee moved approval of \$35,000; seconded; motion carried.

The Subcommittee reviewed MN Alliance for Arts in Education Annual Conference grant request. Karon provided overview. Subcommittee moved approval of \$7,500; seconded; motion carried.

Nancy Vollertsen also reported that the Magnet School selection team had met to review Magnet School Site Requests for Proposal, discussed the process, and moved approval of Thief River Falls in Congressional District 7, Hibbing in CD 8, North High School in CD 5, Hopkins in CD 3, and Elk River in CD 6; seconded. Bill Richards abstained as he stated he was in Conflict of Interest. Motion carried.

Nancy then opened discussion of Board Policy on Per Diems and stated Subcommittee position that it is the business of the full board. Motion was made and seconded that Board policy would be that if there is an official meeting of the board and it is necessary to have telephone conference calls to accommodate members' participation, that per diem should be paid to each participating board member; motion carried.

EXECUTIVE COMMITTEE

Chairperson Sieben reported that the Executive Committee Meeting had not met since the last board meeting.

RESOURCE PROGRAMS REPORT

Karon Sherarts reported that the Resource Programs Task Force had met and announced that the next meeting was scheduled for March 4. Request was made that all board members receive a summary of meetings.

DIRECTOR'S REPORT

Jim Undercofler reported that Final Review Team Selection had to be delayed because two proposed participants had not as yet responded to our invitation.

Jim also provided overview of Program Development,

OTHER BUSINESS

Discussion was held of scheduled dates.

Harry Sieben Jr./Chair distributed legislative audit report.

Upon no further business, Chairperson Sieben adjourned the meeting at 3:05 p.m.

BOARD MINUTES MN CENTER FOR ARTS EDUCATION

TUESDAY, FEBRUARY 19, 1991

The Board of Directors of the MN Center For Arts Education called an emergency Board Meeting held in the Executive Director's office, 6125 Olson Memorial Highway, Golden Valley, MN 55422.

Harry Sieben, Jr. called the meeting to order at 3:00 p.m. on Tuesday, February 19, 1991, with the following Board members in attendance: Ruth Roitenberg, Audrey Eickhof (by conference call), Jack Fena, Jonelle Moore (by conference call), Steve Watson. Staff in attendance included: Jim Undercofler, Barbara Martin, Bette Seide.

Chairman Sieben opened the meeting to discuss the issue of extending the application deadline. After considerable discussion, motion was made and seconded to extend the deadline, this year only, to March 15, 1991; motion carried. The Rule is currently being revised to change the December 15 deadline.

The Board also discussed recommendations for final review team. Motion was made and seconded to approve Louis Alemeyheu/Literary Artist, Pat Feit/Educator, Nanci Olesen/Performing Artist, Craig Polsfuss/Psychologist, Barb Schubring/Visual Artist, and Carol Sirrine/School Administrator; motion carried.

Meeting was adjourned at 3:55 p.m.



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A Statewide Public High School & Resource Center

Formerly Minnesota School & Resource Center for the Arts

February 26, 1991

TO: Board of Directors

FROM: Jim Undercofler Executive Director

RE: March 8 Board Meeting Cancellation

Due to the very brief agenda developed for the March meeting, Chairperson Sieben has decided to cancel it. Enclosed you will find the Board minutes for the regular February 8 meeting, as well as those for the February 19 emergency Board meeting.

The Finance Committee will receive the regular SWAS printouts. I do not foresee any new grants for consideration. Thus, I do not see reason to hold a special Finance meeting. I will be available to members of the Finance Committee and the Board to answer any questions that you might have.

I look forward to seeing you at the regularly scheduled April 12 meeting.

JU

bjs enclosures

BOARD MINUTES MIN CENTER FOR ARTS EDUCATION

FRIDAY, APRIL 12, 1991

The April 12, 1991, meeting of the Board of Directors for the Minnesota Center For Arts Education was held in the board room of the agency's administrative offices, 6125 Olson Memorial Highway, Golden Valley, MN 55422.

Present: Joe Duffy, Audrey Eickhof, Jack Fena, Florence Grieve, Jonelle Moore, and Steve Watson. Bill Richards was present via telephone conference call. Representing the Agency were Jim Undercofler, Barbara Martin, Barbara McDonald, and Karon Sherarts.

Absent: Phil Brunelle, H. Theodore Grindal, Owen Husney, Bill Jones, Ruth Roitenberg, Harry Sieben, Nancy Vollertsen, and Garland Wright.

The meeting was called to order at 1:43 p.m. by Jack Fena, who acted as chair due to Harry Sieben's absence.

MINUTESIAGENDA

The minutes from the regular board meeting of February 8, 1991 and the emergency board meeting of February 19, 1991 were approved as read.

Finance:

7

Audrey Eickhof, who was the only member of the Finance committee present, moved to accept the financial report. Motion was seconded and carried.

Flo asked about fire-related issues. Her primary concern was that there is no sprinkler in the dorm. Jim responded that the Golden Valley Fire Department will not require sprinklers until 1992. Flo moved to petition that a sprinkling system be installed in the dorm and that it be a priority. We would need to ask the Department of Administration for approval to do this. The motion was seconded and approved.

Legislative Update:

Jim reported that our current budget is \$6.2 million. He put the following graphic on the chalkboard:

Budget Recommendations
FY 92

GOVERNOR	HOUSE	SENATE
\$ <u>4.90 Million</u>	\$ <u>4.90 million</u>	\$ <u>5.80 million</u>
\$3.60 Resource Programs	\$2.45 Resource Programs	\$3.60 Resource Programs (including Magnet)
\$1.30 High School (based on per pupil formula) (shortfallneed \$1.8 million)	\$2.45 High School	\$2.20 High School
Didn't consider local referendum to add money; doesn't include room/board (students pay difference)	No tuition; some room/board; charge for food (approx. \$750/studentparents save \$500) NO MAGNET (repealed)	Charge for food; other reductions (decrease in part-time programs, lay off one administrator, etc.)

The general consensus appears to be that students should pay for something. Jim felt that we would get \$5.4 million with the Magnet program. This is a reduction of \$800,000 from the current budget of \$6.2 million. The Magnet program would cost \$500,000, resulting in a \$1.3 million (\$800,000 reduction + \$500,000 for the Magnet program) decrease.

At this point Bill Richards was reached.

Communications:

Jim passed around the clippings. After scanning the clippings, Flo remarked that we're commonly knows as the Arts High school but news articles always refer to us as the Minnesota Center for Arts Education. She felt that the "Arts High School" doesn't get the recognition due it. Karon added that people don't understand how the Resource Programs and the Arts High School are related.

Jim explained the dorm phone situation. Somehow the students have accessed the long distance code number for the Department of Human Services. They proceeded to make long distance calls using that number. Consequently, the phone bill for Human Services increased dramatically. When Human Services began investigating the source of these calls, many of them could be traced to the dorm. Those students responsible will have to pay MCAE, who in turn will pay Human Services. The phones are being removed from the dorm the week of April 8. Several pay phones will be installed in the dorm.

Resource Programs:

Karon reported that there was much activity that week. Representatives from the five Magnet schools were present on Monday and Tuesday. Follow-up will be conducted via site visits.

Bill asked what was being done with the three Congressional districts not represented in the Magnet program. Since Bill had missed the budget overview, Jim explained the three budget recommendations. If the Magnet program is not funded, Bill's concern is a moot issue. If Magnet is funded, Congressional districts 2 and 4 will be asked to reconfigure their proposals and reapply. MCAE will send another request for proposals to districts in Congressional district 1.

On April 12 there were approximately 50 people attending the CAPP meeting. Participants in the Dance Education Initiative were also on campus. These are all ongoing Resource Programs activities.

The Association of Progressive Educators (not a Resource Program) was also onsite that week.

MAX information is being disseminated via the "Arts in Minnesota" newspaper and the MAX brochure. Karon distributed copies to the board members.

The Interdisciplinary Conference will be April 25-27 at Riverwood Conference Center The keynote speaker will be Elliot Eisner, Professor of Art and Education at Stanford University. The response has been tremendous. There are 160 registrants with many more on a waiting list. Speeches will be recorded and distributed. Participants will see some student performances.

The Resource Programs is also preparing a bibliography on interdisciplinary materials.

The Arts Leadership conference, a joint effort with the Hubert H. Humphrey Institute, is slated for July 7-11. It will be held at the University of Minnesota, Minneapolis. They are trying to attract a diverse group of people.

Executive Director's Report:

Calendar

This was reviewed. November 11 holiday was traded for April 17. This has already been approved by all the unions representing Agency staff. Because Christmas and New Year's fall on Wednesdays, Christmas break will be two full weeks. The April break will coincide with Easter. The school year will be a week longer due to more breaks, which Jim feels the students need. It was moved and seconded to approve the calendar.

Steve stated that the national average for school attendance is 180 days (six hours daily). The average Minnesota student attends for 170 days (six hours daily). The school day at MCAE is eight hours; consequently, the students here put in 33% more time (300 hours yearly or 50 additional six-hour days).

Board Meeting April 12, 1991 Page 4

Evening electives, which are being added in Fall, 1991, will provide an additional 90 minutes of school time daily (Monday-Thursday).

Flo recommended keeping statistics on the number of hours MCAE students spend in class compared to other students. She also suggested keeping information on how finances are affected (i.e., how the schedule changes will impact the budget).

Jack would like to disseminate the information on the hours students spend in class because these statistics justify our existence. He felt this would be of particular importance when the issue relates to money. Jack suggested getting a story into the news--some positive publicity might influence the Legislature. Jim responded that the "key" people know.

Flo added that when lobbying for the school, one idea presented was that the school could be used as a "laboratory." Due to our structure, we could implement many new concepts without having to go through a local board of education, etc. for approval. One example of the laboratory idea is the schedule change.

The motion to approve the calendar was approved.

Graduation

Jim invited the Board members to attend graduation which is going to be May 31.

Seniors have been receiving college acceptances and many scholarships. Some of the colleges that have accepted MCAE students are Julliard, Rice, Southern California, Vassar, and the University of Chicago.

Steve suggested keeping track of the schools that accept our students. Barbara Martin responded that we are doing this. That information will be presented to the Legislature the week of April 15.

Flo mentioned that we are often derogatively compared to the "Fame" school (LaGuardia in New York). However, she added that LaGuardia High School has the highest number of students attending Ivy League colleges.

Admissions

Although 165 students were offered acceptance for the 1991-92 school year, Jim speculated that only 135 will actually start in the fall. There was a nice representation from the Congressional districts. District 8, which usually has the highest number of applicants, had the fewest this year.

Artist/Mentor

This is occurring in Congressional District #7.

Board Meeting April 12, 1991 Page 5

Rules

Barbara Martin reviewed two documents relating to rules changes.

Rules to Admission (3600.0010-3600.0070)--Requesting an IEP (if available) is new. The deadline for admissions has been changed to February 1 rather than December. Some 12th graders can be taken on a limited basis. They will fill the spots of students who left.

Jim read subpart 5 (reapplication) for Bill's benefit. For students who don't do well, this offers a way to encourage them to leave without having to go through the formal expulsion process. This was recommended by the Attorney General's office.

Bill asked how many juniors are currently affected. Barbara Martin stated approximately five students. They return to their "home" school. Their leaving MCAE is shown as a transfer. Nothing negative is reflected in their records.

Jim doesn't want the Arts High School to be a school of "last resort."

Jack felt that the final review information on page 3 needed clarification. Jim stated that we need to look at all files to determine if the student is a good fit. If the student appeals, then we have to provide a reason for why he/she was not accepted.

Recommendations were eliminated. Jim stated that negative recommendations are rare. Also, there is a cultural bias in recommendations. Transcripts are primarily used. Applications will request the student to state why he/she is interested in the arts. We will consider allowing students to submit this information via tapes, videos, or personal appearance.

Jim stated that at this point we don't need Board action on the rule changes. We must submit this information to the State Register.

Student Assistance Fund (3600.1000)--Jim read this for Bill's benefit. Although there currently is no money available, Jim would like to have about \$10,000 raised annually.

Accreditation:

MCAE received accreditation from the North Central Association, which evaluates schools in approximately 20 states. We applied as a "Special Function School". According to Barbara Martin, North Central liked what they saw.

Board Meeting April 12, 1991 Page 6

Adjournment:

The meeting was adjourned at 2:59 p.m. but reconvened at 3:00 p.m. to discuss a vacancy on the Advisory Task Force. Congressional District #6 currently does not have a representative. Rana Nestrud of Elk River had applied. It was moved by Steve and seconded by Jonelle that Rana Nestrud fill this vacancy. Motion carried.

The meeting adjourned at 3:03 p.m.

Recorded by Barbara McDonald

M 418

BOARD MINUTES MN CENTER FOR ARTS EDUCATION

Friday, May 10, 1991

The May 10, 1991, meeting of the Board of Directors for the Minnesota Center For Arts Education was held in the "Glass Box" of the Agency's Gaia building, 6125 Olson Memorial Highway, Golden Valley, MN 55422.

The meeting was called to order at 1:34 p.m. by Chairman Harry Sieben.

Present: Audrey Eickhof, Florence Grieve, Jonelle Moore, Bill Richards, Ruth Roitenberg, Chairman Harry Sieben, and Steve Watson. Representing the Agency were Jim Undercofler, Barbara Martin, Barbara McDonald, and Karon Sherarts. David Bach of the Minnesota Alliance for Arts Education was also present.

Absent: Phil Brunelle, Joe Duffy, Jack Fena, H. Theodore Grindal, Owen Husney, Bill Jones, Nancy Vollertsen, and Garland Wright.

MINUTESIAGENDA

The minutes from the regular board meeting of April 12, 1991 were approved as read.

Communications:

7

Jim passed around the clippings.

Audrey asked why the mentor program was only in District 7.

Jim responded that in 1986 (the first MAX year), Bemidji Regional Arts Council supported an artist/mentor program. Bemidji RAC did it for three years and shared information with other regions. Attempts will be made in the next biennium to get additional funding for other areas. It would not be appropriate to have an artist/mentor program in the metropolitan area because there are other similar opportunities available.

The current budget for the Artist/Mentor program is \$50,000 annually or \$12,500.00/site. Southwestern Minnesota may be the next site.

Finance:

We still have about \$264,000.00 left in the budget. Audrey had discussed the financial report with Nancy Vollertsen. Both felt it was acceptable.

Audrey had questions about the buying of more computer equipment, revenue refunds and printing costs (she felt they were high).

The computer equipment is for both students and staff. Some of it will be set up in the science lab.

The revenue refunds are from overpayments to grant recipients as well as refunds to persons who registered for the April interdisciplinary conference but could not get in.

Design costs for printing will be cut by 50% next year. Some design can be done inhouse on the computer. Other costs will always be there because part of our mission (Arts in Minnesota, MAX brochure, etc.) is outreach, which includes information dissemination.

Executive Committee:

Harry reported that the Executive Committee met before the regular Board meeting to review the appeal of Shane Loshek, a student who was denied admission to the 1991-92 junior class. The explanation offered by the student for low grades was deemed insufficient. Recommendations by teachers also did not support his application. The Executive Committee concurred with the decision of the admissions committee.

The consensus was that this student had little chance of success at MCAE. Students with a similar profile who were admitted last year have had difficulties.

Ruth moved and Bill seconded to deny admission. Motion passed.

Legislative Update:

Barbara Martin reported that appropriations, staff complement, and Magnet were still outstanding issues. The conference committee met three times and is expected to meet two more times. There have been rumors of a special session.

Senator Dicklich has been very positive about funding. Legislative language recommends that the Board adopt certain auditing procedures for grants, etc. and that reasonable fees be charged for room and board.

Free room and board has been a hot political topic. About a year ago parents of incoming juniors were forewarned that food fees would probably be charged at some point in time. The only negative feedback related to the quality of the food (BAD) rather than about fees being charged.

Resource Programs:

Karon reported that her office had been receiving many calls about the MAX (Minnesota Arts eXperience) programs.

Karon reported that the Advisory Task Force appointments end this biennium. It is important to keep this group going. If present members are interested in reappointment, they must apply again. Open appointments are published in the <u>State Register</u>, open appointments list, etc. Karon distributed information on this process. It was moved, seconded and approved to reestablish the Advisory Task Force.

The Interdisciplinary Conference in April was "amazing." There were 160 participants. Karon elaborated on some of the presentations.

Bill asked about the date the Arts Resource Collection would be ready. Karon responded that some information has already been gathered. However, if we get the House budget of \$4.8 million, there will be no funds available for the ARC.

Executive Director's Report:

Rules

It was moved, seconded and approved that the amendment to the Admissions Rule (3600.0010-3600.0070) and the adoption of the Student Assistance Fund Rule (3600.1000), which were both discussed at the April 12 board meeting, be accepted. Harry Sieben signed the "Notice of Intent to Amend/Adopt Rules Without a Public Hearing" and "Certificate of Authorizing Resolution" for each rule. Barbara McDonald will continue processing these two rules.

Admissions

For the 1991-92 school year, 158 students were granted admission to the junior class with 148 accepting placement. Some attrition will occur over the summer and during the first week of school. They must pay a \$50.00 deposit prior to the start of school. Visual arts had the most applicants. Although media arts currently has the fewest applicants, it is a growing field.

Beginning in 1992, eleventh graders will have to reapply for twelfth grade. Some twelfth graders will be accepted.

The issue of tenth graders attending MCAE will be addressed in the next biennium (1994-95). There currently is no space for an additional grade level.

Miscellaneous

Audrey inquired about the kinds of services we provide to students. She was concerned about Linda Moscatelli, a student here, whose father died recently. Linda missed four days of school. School policy states that 12 or more absences from a class require a hearing to determine if the student "loses" the class. Linda received a notice to this effect from Tom Carlson. This was deemed inappropriate considering the circumstances that led to Linda having 12 absences.

MCAE provides counseling and monitoring of students. The amount of follow-up provided depends on each student's circumstances.

Graduation is scheduled for May 31. Two seniors received \$18,000.00 scholarships from Bennington. Many graduates will be attending secondary schools in Minnesota. We will do a follow-up on seniors after graduation and will continue to do so as long as funds are available.

The food contract is not being re-bid--we are continuing with the same vendor. There has been some improvement in the food service and the kitchen staff has been responsive to our concerns.

The next meeting will be June 14.

The meeting was adjourned at 2:34 p.m.

Recorded by Barbara McDonald

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BOARD MINUTES MN CENTER FOR ARTS EDUCATION

Friday, June 14, 1991

The June 14, 1991, meeting of the Board of Directors for the Minnesota Center For Arts Education was held in the "Glass Box" of the Agency's Gaia building, 6125 Olson Memorial Highway, Golden Valley, MN 55422.

The meeting was called to order by Chairman Harry Sieben.

Present: Audrey Eickhof, Jack Fena, Florence Grieve, Bill Richards, Ruth Roitenberg, Chairman Harry Sieben, and Steve Watson. Representing the Agency were Jim Undercofler, Barbara Martin, Barbara McDonald, and Karon Sherarts.

Absent: Phil Brunelle, Joe Duffy, H. Theodore Grindal, Owen Husney, Bill Jones, Jonelle Moore, Nancy Vollertsen, and Garland Wright.

MINUTES/AGENDA

The minutes of the May 10, 1991 meeting were approved.

Communications:

7

Jim distributed the clippings.

Finance:

Audrey had talked with Nancy Vollertsen prior to the meeting. They both recommended that the Board accept the SWAS report. It was moved, seconded and approved to accept the SWAS report.

The budget for FY 92-93 was reviewed by Jim. Although MCAE's budget was reduced by almost \$1 million, these cuts are NOT disastrous. The MAX program, high school staffing, and supplies were cut the most.

There will be no renovations or major equipment purchases. The Agency will absorb 4% of salary increases. The money for the Magnet program is "new spending."

The MCAE complement is currently 56, excluding contractors. Wally Kennedy, the Program Associate for the Theater program, was laid off but hired part-time to work with Magnet and other outreach programs. Pam Paulson, the Program Associate for Dance and Music, will take over the Theater program.

Board Meeting June 14, 1991 Page 2

Audrey mentioned that a motion had been made at the Finance subcommittee meeting to accept the proposed budget. It was moved, seconded, and approved to accept the budget.

Resource Programs:

Karon reported on various activities of the Resource Programs.

The Leadership Institute, to be held July 7-11 in conjunction with the Hubert H. Humphrey Institute of Public Affairs, accepted 34 people from a wide variety of individuals. There was also good representation from the Congressional districts.

The Interdisciplinary seminar is slated to start June 17 and will run for four days. The interdisciplinary methods used by MCAE and Princeton were incorporated into the seminar.

MAX enrollment is going well. There are 60 workshops providing 102 weekly sessions in 40 communities.

Executive Director's Report:

Guidance Counselor

Jim distributed a document about a guidance counselor position. Funding for this position has already been included in the budget.

Board members raised the following questions:

- 1. Will a guidance counselor fill the need? [Kathleen McCartin, Program Associate for Student Services, provides counseling regarding colleges. Mary Kay McCray, who has been working as a counselor at MCAE, is wonderful. If MCAE was able to hire her full-time, other contract positions could be eliminated.]
- 2. What kind of degree is required for a guidance counselor? [Bill responded that a Master's degree in counseling is necessary.]
- 3. Don't some jobs need to be posted? [The guidance counselor position is unclassified and, consequently, does not need to be posted. However, Board approval is needed to create this position.]

It was moved, seconded, and approved to create the position of guidance counselor.

Magnet Program

Schools from Congressional Districts 2 and 4 were invited to reapply.

Jim met with Elk River, one of the current Magnet sites. Visits are also scheduled for Hibbing (July 9) and Thief River Falls (July 10).

Board Meeting June 14, 1991 Page 3

Site

This issue resurfaced during the recently concluded legislative session.

The City of St. Paul has been offering alternatives to the "Quinlan" site. Board members expressed concern about the design, quality and appropriateness of facilities that may be proposed for the Center's use in existing buildings in St. Paul. There was consensus that very careful consideration would have to be given to pursuing alternative sites to ensure that any such relocation would result in facilities and an environment that is superior to the Center's current location. Chairman Sieben suggested that the Board reiterate its site position: the first choice of the Board is St. Paul in a new facility on land acquired by the State for that purpose.

No motion is needed to act on this.

Adjournment:

The meeting was adjourned at 2:27 p.m.

The next meeting will be July 12. There probably will not be a meeting in August.

Recorded by Barbara McDonald



BOARD MINUTES MN CENTER FOR ARTS EDUCATION

Friday, July 12, 1991

The July 12, 1991, meeting of the Board of Directors for the Minnesota Center For Arts Education was held in the "Glass Box" of the Agency's Gaia building, 6125 Olson Memorial Highway, Golden Valley, MN 55422.

The meeting was called to order by Acting Chairperson Audrey Eickhof.

Present: Audrey Eickhof, Florence Grieve, Bill Richards, and Steve Watson. New members Jean Greener and Sheila Livingston were introduced. They are replacing Ruth Roitenberg and Garland Wright, respectively. Representing the Agency were Jim Undercofler, Barbara Martin, Barbara McDonald, and Karon Sherarts.

Absent: Phil Brunelle (reappointed), Manuel Capiz (replacing Joe Duffy), Jack Fena, H. Theodore Grindal, Owen Husney, Bill Jones, Jonelle Moore, and Nancy Vollertsen.

MINUTES/AGENDA

The minutes of the June 14, 1991 meeting were approved.

Communications:

Jim distributed the clippings, which included the following:

- 1. One article on MCAE (general information);
- 2. Five articles (various newspapers) about Chris Olson, an incoming student;
- 3. Two articles about the Sleepy Eye Community Theatre MAX program;
- 4. One article about the Lake Region Arts Council Artist/Mentor program;
- 5. One article about MAAE conference "Putting It Together: Advocacy. . ." (if MCAE provided funding, there was no mention of this in the article);
- 6. One article about CAPP selecting Battle Lake as a site.

Audrey mentioned that she had been hearing about the MAX programs on television.

Jim read part of a letter from Shane Loshak's mother (Shane was denied admission to the junior class; he appealed and was again denied), which was received after Shane's appeal was denied. Jim summarized MCAE's admissions policy regarding students with poor grades.

Flo stated that this (denial of placement) is a very sensitive issue. She asked how MCAE communicated with students not accepted and if the reasons for denial were provided.

Board Meeting July 12, 1991 Page 2

Jim explained that a letter, stating that the student was not accepted, is sent. No reason is given unless the student has completed the arts review, which is the second step in the application process.

Bill Richards inquired about tracking and follow-up, which was touched on at the last meeting.

Jim responded that program evaluator Karen Rogers is putting together a database.

Finance:

Since there were two new members, Audrey reviewed the function of the Finance committee.

The monthly SWAS were recommended for approval by Audrey.

There were several grants that needed Board approval. These were reviewed individually.

- 1. <u>Artheat Newsletter</u> (Minnesota Alliance for Arts in Education)--This is published six times annually. MCAE has funded <u>Artheat</u> for the past five years. The recommended level of funding is \$15,000.00.
- 2. <u>Scholastic Art Awards</u> (Art Educators of Minnesota)--MCAE has provided funding for the past 4-5 years. The \$10,000.00 grant, which was approved by the Finance committee, is a reduction from previous years' amounts.
- 3. <u>Magnet</u>--There are five sites (Elk River, Hibbing, Hopkins, Minneapolis and Thief River Falls). Walnut Grove-Westbrook will resubmit a proposal for a high school program. The Board needs to approve funding at 50% of the original request in view of the Legislature's reduction in the requested appropriation.

The premise of the Magnet program is to select one school in each Congressional district to emulate MCAE's curriculum. Minneapolis has already implemented many of the Magnet ideas. Thief River Falls will be targeting juniors and seniors. Hibbing and Elk River will focus on ninth and tenth graders.

MCAE may also loan instructional materials, books, tapes, etc. to the Magnet sites.

4. <u>Small Grants Plan</u>-Barbara Martin distributed and reviewed a handout on the Small Grants Plan. The Department of Administration requested that MCAE do this because of the volume of small grants generated by the Agency. This gives MCAE authority to process "mini" grants up to \$1,200.00. By implementing this plan, MCAE will be able to bypass state departments that traditionally are involved in this process and grant directly on a limited basis.

The following are types of grants that can be awarded under this plan:

- a. <u>Community Service Project</u>--In the past, students could get up to \$200.00 to do the CSP. The money, which is used for supplies, space, etc., is for current students to complete the CSP (the CSP is being phased out).
- b. <u>Professional Opportunities Program</u> (POP)--This is administered by the Resource Programs. Most requests are for \$1,200.00.
- c. <u>Transportation</u>--This is a subsidy to commuting students for a portion of their travel costs.
- d. <u>Mini Grants to School Districts</u>—These are used to offset travel and substitute teacher expenses incurred by school districts participating in programs sponsored by MCAE.

The Small Grants Plan is NOT a change in the budget.

5. <u>Professional/Technical Services Plan</u>--Barbara Martin distributed a handout on this. The maximum amount awarded is \$1,200.00 in fees plus \$800.00 for expenses. The Professional/Technical Services Plan is used for short-term consulting.

The Finance committee recommended approval of Items 1-5.

Steve made a motion to approve the recommendations of the Finance committee. Bill seconded. Motion passed.

Resource Programs:

Karon distributed handouts on the reappointment of the Resource Programs Advisory Task Force. There are currently two positions open--State Department of Education and District 1. Due to restructuring in the Department of Education, no one has been appointed from that agency. Michael Tillman, the representative in District 1, resigned.

The Task Force meets 4-6 times yearly at MCAE. The first meeting will be late August or September.

Steve moved to approve the 13 appointees to the Task Force. Sheila seconded. The terms, which are not staggered, will expire June 30, 1993. The motion passed.

Executive Director's Report:

- 1. Adoption of Rules--Jim explained the process of changing/adding rules. The Board needed to formally adopt them.
 - a. <u>Admissions</u>--Steve reviewed the rationale for the rule change. Eleventh graders must reapply for their senior year. Juniors having problems achieving at a minimum level could be denied placement for their senior year.

Steve made a motion to accept the changes in the admissions rule. Bill seconded it. Motion passed.

b. <u>Student Assistance Fund</u>--This is a new rule. It allows MCAE to receive and disburse private funds, which would be used to defray expenses incurred by students in need for purposes of attending summer programs and post-secondary reviews and auditions.

Flo moved and Sheila seconded to accept the Student Assistance Fund rule. The motion passed.

2. Student Handbook

A draft was distributed. Since the handbook is essentially the same as last year, Jim reviewed only the changes and controversial issues. The Attorney General's office has already reviewed the book to ensure that students' rights are not violated.

Barbara Martin will now act as a "hearing officer" and will make recommendations to Jim, who will be the final arbiter.

If a student is expelled from the dorm, it is the responsibility of the parents to find housing for him/her. Neither MCAE's Board nor staff can be responsible for finding shelter for students.

Flo Grieve wondered if the dorm expulsion process was explained to parents ahead of time so they could arrange for alternative housing in advance. She also expressed concern that a student expelled from the dorm might end up in a unsafe situation (i.e., shelter for the homeless, sleeping outside, etc.).

Jim explained that a student expelled from the dorm is turned over to his/her parent(s). The only time MCAE might incur a problem is if the student is 18. There is no appeal process for a student expelled under the new rule.

Steve Watson moved to adopt the dorm expulsion rule. Jean Greener seconded it. Motion passed.

Jean Greener felt that a one-day school suspension was too mild for a first alcohol offense. Steve Watson concurred. Jean also wanted to know where the student went during the suspension. Jim explained that he/she is remanded to the custody of the parents and must remain off-campus.

There was much discussion about alcohol use and how to deal with infractions. Suggestions were:

- 1. Ask the students what they think would be appropriate punishment;
- 2. Turn the student over to the police;
- 3. Have a three-day suspension;
- 4. Approve the manual with Student Services considering changing the punishment for drug/alcohol use. An addendum can be included.
- 5. Ask the head of the student body what he/she thinks.
- 6. Jim could talk to Kathleen McCartin and then the head of the student body.

Jean moved to authorize the resolution adopting the school/dormitory rules with the stipulation that penalties be reviewed, making them more appropriate within reason. Steve seconded it. The motion passed.

The first item on the Executive Director's report ("Recommendation for Formation of Planning Committee for Residential Life Improvements") was not reviewed at this meeting.

Jack Fena was recommended for reappointment to the Metro ECSU Representative Assembly.

ADJOURNMENT

There probably will not be an August meeting.

Meeting adjourned at approximately 2:30 p.m.

Recorded by Barbara McDonald

BOARD MINUTES MINNESOTA CENTER FOR ARTS EDUCATION

Friday, September 6, 1991

The September 6, 1991, meeting of the Board of Directors for the Minnesota Center For Arts Education was held in Room 235 of the Agency's Administration building, 6125 Olson Memorial Highway, Golden Valley, MN 55422.

The meeting was called to order by Chairperson Harry Sieben.

Present: Florence Grieve, Jack Fena, H. Theodore Grindal, Jonelle Moore, Bill Richards, and Harry Sieben. Representing the Agency were Nancy Engen-Wedin, Barbara Martin, Pam Paulson, Jim Undercofler, and Barbara McDonald.

Absent: Philip Brunelle, Manuel Capiz, Audrey Eickhof, Jean Greener, Owen Husney, Bill Jones, Sheila Livingston, Nancy Vollertsen, and Steve Watson.

MINUTES/AGENDA

It was noted that there was one omission in the July 12 minutes--Harry Sieben was not listed as either present or absent (he was absent). The minutes of the July 12, 1991 meeting were approved as corrected.

Communications:

Jim distributed the clippings, which included the following:

1.	Artist/Mentor Program	2
2.	Magnet	1
3.	Minnesota Arts eXperience (MAX) programs	1 7
4.	Resource Programs (non-MAX)	1
5.	Students:	
	a. Current students (1992 graduates)	3
	b. Graduates	2
	c. Incoming students	4
6.	Miscellaneous	5

Barbara Martin noted that the National Council of State Legislatures plans to visit the school the following week. Other legislative people are expected to visit within the next month.

On October 3 in St. Cloud, the Agency and the Minnesota Association for Supervision and Curriculum Development (MASCD) are co-sponsoring a conference on assessing students.

Finance:

There were no representatives from the Finance subcommittee present. There were no questions about the SWAS reports.

There were two grants that needed Board approval. These were reviewed individually.

1. <u>Comprehensive Arts Planning Program (CAPP)</u>--There was a \$5,000.00 grant request from CAPP (the original request was for \$6,500.00). The funds will be used for a conference to assist 75 schools in arts planning. The grant would go to the Minnesota Alliance for Arts Education, which helps coordinate the CAPP activities.

Bill moved to approve the \$5,000.00 grant request. Audrey seconded the motion. Motion passed.

2. <u>Magnet</u>--The Westbrook-Walnut Grove Magnet proposal was presented by Jim. Jim explained that Westbrook-Walnut Grove had originally submitted a proposal for an elementary education Magnet program. However, because so many proposals were targeted for elementary students, Westbrook-Walnut Grove was asked to revise their proposal, gearing it for high school students.

Jack Fena moved that the revised Westbrook-Walnut Grove proposal be accepted in District 2 with a grant of \$25,000.00. The motion was seconded and passed. Since Bill Richards works for the Walnut Grove schools, he declined to participate in the discussion and voting.

Resource Programs:

Update on Activities:

Nancy Engen-Wedin, Associate in the Resource Programs, provided an update.

- 1. <u>Dance Education Initiative</u>--In its second year. Four sites (Savage, St. Cloud, St. Paul, and Two Harbors) have been added.
- 2. <u>Media Arts Conference</u>--Presented by Film in the Cities on October 18-19. It will be held at the Center. Brochures were distributed.
- 3. <u>Professional Opportunities Program (POP)</u>--Nancy distributed copies of the new application.
- 4. Minnesota Arts experience (MAX)--The 1991 MAX programs recently ended.
- 5. Arts Leadership--A follow-up is being planned.

Advisory Task Force:

Jim indicated that there were still two vacancies to be filled on the Advisory Task Force. Persons recommended for appointment were Susan Vaughan of the State Department of Education and Jerry Girton of Congressional District 1. Jack Fena moved that these recommendations be accepted. Ted Grindal seconded, Motion passed.

Executive Director's Report:

1. Residential Life--The dorm is not designed for high school students, particularly today's high school students. Privacy is one issue. The students become agitated and claustrophobic by Thursday evening. Residential life problems/issues dictate other policies. How long can we continue to deal with these issues in our current setting?

Concerns:

- a. What is being asked of the Board? [Multiple solutions.]
- b. Jim reported that Senator Gen Olson has an ongoing interest in knowing if there is a way of addressing the needs of artistic students without boarding them (i.e., Magnet schools). As the Magnet program takes off, boarding will become an issue.
- c. The Board had addressed these issues previously.
- d. How much is safety and how much is quality?
- e. There is no sprinkler system in the dorm.

Suggestions/Solutions:

- a. We should get funds for better housing rather than question whether or not we should board students.
- b. Ask the state to put in a sprinkler system. The Legislature should provide the money [we plan to ask for emergency money next session]. The cost would be \$250,000.00 to \$400,000.00. If we get the funds, a sprinkler system will have to be installed when school is out--installing it during the school year would be too disruptive.

Jack moved that the Board demand, via a letter to the Governor, that the state install a sprinkler system in the dormitory and classrooms with the cost covered by emergency funds. Ted seconded Jack's motion. Ted then rephrased Jack's motion to: "The Board directs the Executive Director to communicate with the Commissioner of the Department of Administration the Board's demand that money be provided to immediately address life safety issues." Flo seconded the revised motion. The motion passed.

2. Appointment of Pam Paulson as Director of Resource Programs

Jim introduced Pam to the Board. Pam had created the dance program at Apple Valley High School. She has had a long-time involvement with the Center prior to the high school's inception.

Flo expressed concern about the amount of time Pam will spend in dance, which she loves so much. She wanted to be sure that Pam will be happy in her new position.

Pam responded that her appointment gives the Agency a chance to establish a good relationship between the Resource Programs and the school. She felt very good about being part of the Resource Programs.

Bill Richards moved to accept Pam as the Director of the Resource Programs. Motion was seconded and passed.

3. Staff Turnover

While discussing Pam's appointment, Harry expressed concern about staff turnover.

After some discussion about the nature of the turnover, Jack moved that the Executive subcommittee meet as soon as possible to discuss the issue. The motion was seconded by Ted. Motion passed.

3. Evening Supervisor

Jack moved that a half-time complement for an evening supervisor position be created. Ted seconded the motion. Motion passed.

4. School Opening

Jim reported that it was "great." The drop-off between acceptance and the start of school was quite low. There currently are 115 seniors (125 students had completed their junior year here; 10 did not return) and 142 juniors. There are 180 students (maximum capacity) in the dorm.

5. Ruth Roitenberg Lunch

Jim reminded the Board about the lunch for Ruth. It is scheduled for Thursday, September 19 at noon.

ADJOURNMENT

The next Board meeting is scheduled for October 25.

It was moved, seconded, and passed to adjourn at 2:52 p.m.

Recorded by Barbara McDonald

MEETING ANNOUNCEMENT

Board of Directors' Meeting Minnesota Center for Arts Education

Friday, September 6, 1991 1:30 p.m. - 3:30 p.m.

GAIA Building--"Glass Box" 6125 Olson Memorial Highway Golden Valley, MN 55422 (612) 591-4700

- 1. MINUTES/AGENDA
- 2. COMMUNICATIONS
- 3. FINANCE SUBCOMMITTEE REPORT
- 4. EXECUTIVE SUBCOMMITTEE REPORT
- 5, RESOURCE PROGRAMS REPORT
- 6. EXECUTIVE DIRECTOR'S REPORT
- 7. OTHER BUSINESS
- 8. ADJOURNMENT

Here are the important changes you need to know about. Beginning this fall. Arts Midwest will:

- target three-fourths of Meet the Composer/Midwest funding towards projects featuring composers from the Midwest;
- require a preliminary letter of agreement confirming project plans; a composer biography; 2 tapes of the composer's work; and 2 scores corresponding to the taped work;
- no longer ask presenters to request a specific amount of funding;
- write the support check for funded events to the composer and send it to the presenter; and
- require **both** presenter and composer to complete final reports within 30 days of the project end date.

Presenter eligibility requirements have remained the same (legally incorporated, non-profit organization with IRS 501 (c) (3) status or a division of state or local government, and be located in Illinois, Indiana, Iowa, Michigan, Minnesota, North Dakota, Ohio, South Dakota, or Wisconsin).

The review criteria for the applications have been fine-tuned to include:

- artistic merit of the composer (as demonstrated by tape and score submitted)
- quality of the project (as demonstrated by project plan, level of involvement of the composer, and interaction with the community)

In addition, as referred to in the guidelines above, applications featuring Midwestern composers have a better chance of receiving support, and panelists will also consider the Basic Principles when judging applications.

Specific publicity plans are in the works to enhance the visibility of the program, including: updating and expanding our mailing list of Midwestern composers and statewide, regional, and national composer resources; and designing a publication featuring exemplary Meet the Composer/Midwest projects, which will feature detailed information about composers and their project.

We will continue to have two deadlines per year, November 1, 1991 (for projects February 1, 1992 - June 30, 1992) and May 1, 1992 (for projects July 1, 1992 - January 31, 1993). The Meet the Composer/Midwest application form will now be part of Arts Midwest's new performing arts application booklet, containing applications for all Arts Midwest performing arts programs and funds. Look for it later this month.

Presenters should also receive a copy of Applause!, Arts Midwest's new catalog of Midwest performing artists, which includes a listing of Midwest composers. The purpose of Applause! for Meet the Composer/Midwest is to help promote Midwest composers interested in participating in the program, and to provide presenters with a resource book of Midwest composers.

If you'd like to be included on the Meet the Composer/Midwest mailing list, please call our office (612/341-0755) and request a mailing list coding form. If you need more specific information, please contact me. I'm also, as always, very interested in receiving your feedback about the program!

Suite 310 528 Hennepin Avenue Minneapolis, MN 55403 (612) 341-0755

Illinois Indiana Iowa Michigan Minnesota North Dakota Obio

Obio South Dakota Wisconsin TO:

Composers and Midwest Presenters

FROM:

Bobbi Morris John Program Associate

DATE:

August 26, 1991

RE:

Changes to Arts Midwest's Meet the Composer Program

Arts Midwest is introducing a revised Meet the Composer Program with a fresh mission and new guidelines to meet our goals. The new guidelines will go into effect beginning with the next deadline, November 1, 1991, so I'm writing to let you know how these changes will affect you, and to encourage you to start thinking about possible projects.

This spring an Arts Midwest staff task force re-examined the purpose of Meet the Composer and evaluated the effectiveness of the program. This process included extensive input from composers, panelists and presenters, and resulted in changes in how Arts Midwest will administer the fund, changes which will be of greater service to composers.

Here are the new Basic Principles that guided these changes:

- We value the Midwest as a region of artistic influence, and believe that our region's composers should be recognized and supported.
- We value composers, and require that their time and services be respected and fairly compensated.
- We value diversity, in terms of composers, presenters, and audiences.
- We value presenters taking new risks and trying new directions, as well as presenters with an established history of presenting high-quality events.

Out of this process, we also developed a mission statement for the program:

The purpose of Meet the Composer/Midwest is to foster interaction between composers, particularly those from the Midwest, and audiences in conjunction with performances of the composer's work, and to increase the understanding of diverse genres of contemporary music.

Although these ideas have always been behind Meet the Composer, we think that putting them in written form really clarifies what Arts Midwest is trying to accomplish, and will help you develop better Meet the Composer programs.





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MEETING ANNOUNCEMENT

Board of Directors' MeetingMinnesota Center for Arts Education

Friday, October 25, 1991 12:30 p.m.-1:30 p.m. (Finance) 1:30 p.m.-3:00 p.m. (Board)

6125 Olson Memorial Highway Golden Valley, MN 55422 (612) 591-4700

- 1. MINUTES/AGENDA
- 2. COMMUNICATIONS
- 3. FINANCE SUBCOMMITTEE REPORT
- 4. RESOURCE PROGRAMS REPORT
- 5. EXECUTIVE DIRECTOR'S REPORT
- 6. OTHER BUSINESS
- 7. ADJOURNMENT

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BOARD MINUTES MINNESOTA CENTER FOR ARTS EDUCATION

Friday, October 25, 1991

The October 25, 1991, meeting of the Board of Directors for the Minnesota Center For Arts Education was held in the "Glass Box" of the Gaia Building, 6125 Olson Memorial Highway, Golden Valley, MN 55422.

The meeting was called to order by Chairperson Harry Sieben.

Present: Audrey Eickhof, Florence Grieve, Sheila Livingston, Jonelle Moore, Bill Richards, Harry Sieben, and Nancy Vollertsen. Representing the Agency were Sharon Jasa, Barbara Martin, Kathleen McCartin, Pam Paulson, Jim Undercofler, Mark Youngstrom, and Barbara McDonald.

Absent: Philip Brunelle, Manuel Capiz, Jack Fena, Jean Greener, H. Theodore Grindal, Owen Husney, Bill Jones, and Steve Watson.

MINUTES/AGENDA

Jim announced that at all Board meetings from this time on, students would give a presentation. For the October Board meeting, a "piano trio" played a composition by Haydn. The students were Sara Goplin (Rosemount), Kathy Johnson and Cindy Schneider (both of Maple Grove).

In the September minutes Audrey was listed as seconding a motion but she was actually absent. Flo was the person who seconded the motion.

Flo thought the September minutes were hard to read. She read her version of how the minutes should be corrected:

"Jim Undercofler, Executive Director, reports that the existing boarding situation of the Center is not meeting the needs of our residential students in two important areas:

- 1. <u>Safety--No</u> sprinkler system in dorms (one incident of student breaking rules and smoking in her room late at night has already been reported; perhaps others are breaking rules and not caught).
- 2. <u>Emotional Well-Being of Students</u>--The configuration of dorms lacks space for privacy. They were never constructed to meet the needs of high school students living away from home.

Board Response to Safety Issue: The Board responded through a motion from Jack Fena in which it asked Jim Undercofler to write to the Commissioner of Administration to strongly express its concern about the lack of a sprinkler system in the dorm and to request emergency funds to install one.

Board Response to Question of Dorm Space: The Center needs to request funds from the state to meet the needs of boarding high school students from Greater Minnesota.

Jim also raised Gen Olsen's objection to the concept of the Minnesota Center for the Arts, citing Olsen's view that the state can meet the needs of artistic students through magnet schools without the expenses of boarding them.

Board Response: This issue was studied over a period of two years by The Arts Education Task Force appointed by Governor Rudy Perpich in 1984. Their recommendation to board students on-site was based on issues of equal access. The issue of how to board students was studied by the Minnesota Center for the Arts Board after its formation by the State Legislature. The Board's subcommittee strongly recommended a centralized boarding facility to meet the needs of identified students. This question has also been the subject of intense debate in both the Minnesota House and Senate, in the Education Committees. Members have consistently assented to the need for a centralized boarding facility in order to provide equal access for all students.

After all the studies of all of the above bodies, it was agreed that the carefully constructed educational tool that the Center is becoming best addressed the needs of artistic students in the state of Minnesota and funds of \$6 million annually were set aside to create the Minnesota Center for the Arts.

Board member Flo Grieve added that The Resource Center is becoming THE learning resource for arts teachers and students throughout the state. And that The Center is fast becoming the flagship educational agency in arts education AND general secondary school liberal arts education throughout the state.

Board member Flo Grieve finds that after so many studies so much time and consideration over the years on the part of the Board, the staff of the school, all the time and money invested by the state, given the quality of the first graduating class of the Center, raising such an issue at this time is inappropriate and frustrating to say the least."

Bill had a clarification on the Finance subcommittee section of the September minutes. Westbrook-Walnut Grove had submitted a Magnet proposal for elementary students. They were asked to retool the program for the high school level. The minutes stated that "...because so many proposals were targeted for elementary students, Westbrook-Walnut Grove was asked to revise their proposal, gearing it for high school students." Bill reported that at the September meeting, Jim stated that Gen Olsen felt the legislation's focus was the high school level.

Nancy moved to accept the minutes as revised. Motion was seconded and passed. Minutes were accepted as corrected.

Communications:

Barbara Martin reported on the October 29 legislative dinner which is scheduled for 5:00 p.m.-7:00 p.m. Students will perform.

Barbara McDonald distributed the clippings and provided a synopsis of the articles:

1.	Admissions	19
2.	Magnet	2
3.	Minnesota Arts eXperience (MAX) programs	9
4.	Resource Programs (non-MAX)	4
5.	Students:	
	a. Current students (1992 graduates)	1
	b. Graduates	2
	c. Incoming students	6
6.	Miscellaneous	5

Finance Subcommittee:

Nancy reported on the SWAS printouts and reviewed the process for the upcoming MAX application review. She also had some suggestions for the Resource Programs staff to make the review process easier. Nancy mentioned that anyone outside of the Finance subcommittee was welcome to participate in the MAX review. Finance and Bill Richards will be the core group.

Executive Subcommittee:

Harry reported on the idea of having an outside consultant review personnel policies. There was no action required except for Harry to investigate and report back. He was still waiting to get information.

Resource Programs:

Pam distributed handouts and reviewed them. She also reported on the various activities of the Resource Programs:

- 1. <u>Dance Education Initiative</u>--Thirteen (13) schools are participating. Returning teachers have gained a new level of sophistication. There is a set of materials relating to dance in the LRC. The collection consists of over 200 dance videos and more than 100 books.
- 2. <u>Minnesota Arts eXperience</u>--Pam distributed copies of the application. Sheila Livingston thought it was excellent.
- 3. Outreach.
- 4. Advisory Task Force--The next meeting is October 29.
- 5. <u>Magnet</u>--The next meeting is in Hibbing on November 21. Six applications have been received from Congressional District 1.
- 6. Arts Resource Collections--A handout was distributed.

Executive Director's Report:

Jim distributed a copy of the Agency's organizational chart. There are 15 full- and part-time teachers under the direction of Mark Youngstrom, Director of General Studies. Sharon Jasa, Director of Arts Studies, oversees 12 full-time employees and 53 contractors.

The Board requested a chart with the names of employees listed next to their position.

1. Sprinkler System:

The Golden Valley Fire Department has jurisdiction over the dormitory. A new fire panel has been installed in the dorm. There are fire horns and strobe lights in each room.

Jim sent a letter, per the Board's direction at the September 6 Board meeting, to the Commissioner of the Department of Administration. Denny Spalla of Administration and two other individuals met with Jim and toured the buildings. Denny informed Jim that no emergency funds were available for a sprinkler system but he would consider including it in Administration's funding during the next Legislative session.

Jim later received a letter from the state saying they (the state) did not require a sprinkler system. The new fire panel, horns and strobe lights were deemed sufficient. Audrey asked if the state could provide MCAE with written documentation, stating that the dorm is deemed safe. Jim responded that he had received such a document. There are also fire drills on a regular basis.

Since Administration doesn't feel a sprinkler system is necessary, MCAE would have to submit a separate bonding proposal to obtain funding.

2. Phones in the Dormitory:

A few parents have expressed concerns about the lack of phones in the students' rooms. Jim has explained MCAE's phone policy to them as well as the Parent Advisory Committee. Phones were installed the first year against the advice of others in similar circumstances. They said the students would abuse the phones. That, in fact, became a reality. The installation of phones had the following effects:

- a. Students didn't make the break from home very effectively;
- b. The school community didn't develop. Students called each other from their rooms;
- c. Grades fell because students spent so much time on the phone;
- d. Students discovered the access code to the Department of Human Rights and began billing calls to it. The final cost was about \$8,000.00.

Kathleen McCartin's staff did a survey of residential high schools. Every school for math/science did not allow phones in the rooms.

There currently are eight pay phones in the dorm. If the students were allowed to have their own phones, Jim felt it would be best to install phones that accepted incoming calls only.

Jim had talked with the students. They apparently don't have a problem with the current phone policy--it's the parents who are upset.

The Parent Advisory Committee met about a month ago. Jim spoke to them about the phone policy. Most parents accepted it but a few parents still want phones for their children.

Bill asked how parents got in touch with their children at night. [They call the dorm desk.]

Sheila suggested that we state the Agency's policy and add that it is endorsed by the student body and the Parent Advisory Committee.

Harry proposed that the Agency's official statement should be: "The policy of the school has the support of the Board and administration and has been reviewed by the Parent Advisory Committee and the student government who support the present policy."

3. Miscellaneous:

- a. It was moved to join the Minnesota State High School League. Motion was seconded and passed.
- b. Barbara Martin reported on the renewal process for the school's accreditation as a special function school. No Board action was needed,
- c. Copies of the new admissions rule were distributed. Barbara Martin reported that the change in language regarding recommendations had, by an error of omission, not been included when the admissions rule was last revised.

"BE IT RESOLVED, THAT HARRY SIEBEN, JR., Chairman of the Minnesota Center for Arts Education Board is hereby granted the authority and directed to sign and to give notice of the Board's intent to adopt, without a public hearing, the attached amendments, governing admission to the full-time high school program, Minnesota Rules parts 3600.0010-3600.0070, to all persons who have registered their names with the Board for that purpose and publish the Notice and the rule in the State Register, and to perform any acts incidental thereto, including making any form changes in the rules that the Revisor of Statutes requires the Board to make in order to obtain the Revisor's certification as required by Minn. Stat. § 14.07, subd. 2 (1991).

BE IT FURTHER RESOLVED, that in the event a public hearing becomes necessary, the Chairman is hereby granted the authority and directed to call a hearing for the purpose of promulgating said rules as well as to perform any and all acts incidental thereto, including but not limited to signing an Order for a Notice of Hearing, as well as acting as the Board's representative at all hearings."

It was moved and seconded that the Agency begin the rulemaking process to eliminate the language requiring recommendations in the admissions process. Motion passed.

Board Meeting October 25, 1991 Page 7

ADJOURNMENT

The next Board meeting is scheduled for November 22. There was some question about whether there would be sufficient business to warrant a meeting in November. Harry suggested waiting until November 12 to determine if a meeting should be held. A Board meeting will be necessary in December for the MAX review process.

It was moved, seconded, and passed to adjourn at 2:31 p.m. However, Harry reconvened the meeting at 2:34 p.m. He wanted it noted that Jim had requested a 2% salary increase retroactive to July 1, 1991.

Recorded by Barbara McDonald

m418



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MEETING ANNOUNCEMENT

Board of Directors' Meeting
Minnesota Center for Arts Education

Friday, December 20, 1991 12:30 p.m.-1:30 p.m. (Finance) 1:30 p.m.-3:00 p.m. (Board)

6125 Olson Memorial Highway Golden Valley, MN 55422 (612) 591-4700

- 1. MINUTES/AGENDA
- 2. COMMUNICATIONS
- 3. FINANCE SUBCOMMITTEE REPORT
- 4. EXECUTIVE DIRECTOR'S REPORT
- 5. OTHER BUSINESS
- 6. ADJOURNMENT

From 9:00 a.m.-12:00 p.m. the Finance subcommittee will meet in the Glass Box to review the 1992 Minnesota Arts eXperience (MAX) proposals.

BOARD MINUTES MINNESOTA CENTER FOR ARTS EDUCATION

Friday, December 20, 1991

The December 20, 1991, meeting of the Board of Directors for the Minnesota Center for Arts Education was held in the "Glass Box" of the Gaia Building, 6125 Olson Memorial Highway, Golden Valley, MN 55422.

The meeting was called to order by Chairperson Harry Sieben.

Present: Audrey Eickhof, H. Theodore Grindal, Bill Richards, Harry Sieben and Steve Watson. Representing the Agency were Sharon Jasa, Barbara Martin, Kathleen McCartin, Pam Paulson, Jim Undercofler, and Barbara McDonald.

Absent: Philip Brunelle, Manuel Capiz, Jack Fena, Jean Greener, Florence Grieve, Owen Husney, Bill Jones, Sheila Livingston, Jonelle Moore, and Nancy Vollertsen.

MINUTES/AGENDA

Future meeting dates needed to be determined. After some discussion, the group decided to change the meeting date from the second Friday of the month to the last Wednesday of every month. The dates for the next three meetings are January 29, February 26, and March 25, 1992.

Ted Grindal asked for a clarification of the sprinkler system request, which was mentioned in the October 25 minutes. Jim replied that the state doesn't require a sprinkler system in the dorm.

Bill moved that the minutes be accepted as read. Ted seconded the motion. Motion passed.

Communications:

Jim reported that Chris Powell, a senior from Baudette, was named a semi-finalist in the Arts Recognition and Talent Search (ARTS) competition. He is one of 20 students nationwide selected to go to Miami. He is waiting to find out if he is a finalist or a winner.

The legislative dinner, which was held October 29, was very positive. There were 60-70 House members in attendance. Harry said that the students were the "best PR in town."

Jim had been interviewed by Minnesota Public Radio. The topic was how the school is handling the holidays in relation to multicultural issues.

Barbara McDonald distributed the clippings and provided a synopsis of the articles:

1.	Admissions	1 7
2.	Faculty	2
3.	Magnet	1
4.	Minnesota Arts eXperience (MAX programs)	1
5.	Resource Programs (non-MAX)	1
6.	Students	5
7.	Miscellaneous	4

Jim distributed the brochure from the MASCD conference on October 3, 1991. The focus was assessment. He said MCAE had gotten wonderful feedback and was asked to cosponsor another workshop.

The State Department of Education has had meetings across the state on outcome-based education. MCAE staff have been involved with this process.

Finance Subcommittee:

Audrey indicated the open encumbrance and SWAS reports had been reviewed and approved.

The Finance subcommittee recommended the following items for Board approval:

1. Owatonna Magnet Proposal--Jim stated that this was an excellent proposal from Congressional District 1. If approved, Owatonna will receive a grant of \$25,000.00 to implement a magnet program.

Audrey moved that the Board approve the Owatonna grant. Steve seconded the motion. Motion passed.

- 2. <u>Minnesota Alliance for Arts Education (MAAE)</u>--MAAE is requesting \$5,000.00 for its annual conference. Audrey moved that the grant be approved. Steve seconded the motion. Motion passed.
- 3. <u>Discipline-Based Arts Education (DBAE)</u>--This is the fourth year of a five-year program. The request was for \$20,000.00. Audrey moved that this grant be approved. Steve seconded the motion. Motion passed.
- 4. Minnesota Arts experience (MAX)--A configuration of the recommended programs was distributed. Bill, who was on the MAX review committee, explained the process for reviewing the proposals. Ted asked if there were many new proposals or if many of them were repeats. Bill responded that about one-fourth were new. The total number of applications was down (67 this year compared to 81 last year).

Audrey moved to approve the grants for the summer 1992 MAX configuration. Steve seconded the motion. Motion passed.

Executive Subcommittee:

Harry stated that he is still trying to get the Executive subcommittee together to discuss hiring an outside consultant to review personnel policies. He had nothing further to report.

Executive Director's Report:

Jim reported on the following:

- 1. <u>Landscaping of Grounds</u>--The Minnesota Horticultural Society had submitted a proposal to landscape the football field. This is still in the "talking" stage.
- 2. St. Paul Site--Jim had met with Denny Spalla, Department of Administration, and some officials from St. Paul city offices. St. Paul would still like MCAE to relocate to St. Paul. Metropolitan Transit Corporation (MTC) would like to use our land in St. Paul for parking buses. It would cost approximately \$400,000.00 to demolish the buildings. MTC expects the state to pay for the cost. They would put in a parking lot and lease the property for five years.

About three weeks before the Board meeting, Governor Carlson indicated he would support a small bonding bill. We have two accounts with about \$210,000.00 in them (\$113,000.00 left from an account of \$4 million and \$97,500.00 left from an account of \$250,000.00). The Department of Administration wants MCAE to use these funds for demolition of the St. Paul property.

The Board indicated its willingness to use the remaining funds for demolition of the buildings but not for the use of the land by MTC.

Harry felt it was better for the Board to stay out of the discussion since the Board has already clearly stated what it wants to do.

Steve asked if there was any danger of MCAE losing the \$200,000.00 if it is not spent for the demolition. Jim responded that the Department of Administration is asking for our position on the St. Paul site. Harry suggested that the Board take no new action. The Board members concurred.

Ted asked how students and parents feel about the site issue. Kathleen stated that parents of students from outside the Twin Cities like the Golden Valley site. Jim added that students from the metropolitan area would prefer the St. Paul site.

- 3. <u>Table of Organization</u>--This was distributed. A copy disseminated at the October Board meeting showed the Agency organization by position only. The new version includes each employee's name next to his/her position.
- 4. <u>Multicultural Conference</u>--This is scheduled for February 20-22. The first two days will be at the Walker/Guthrie complex. The last day will be at MCAE.
- 5. Office of Alumni Relations--This is a newly created unit. Barbara McDonald will act as coordinator.

Board Meeting December 20, 1991 Page 4

Other Business:

Harry asked Jim to summarize the process for his salary increase. All state bargaining units settled for a 2% increase effective July, 1991 and a .5% increase in January, 1992. Harry moved to give Jim a 2% salary increase retroactive to July 1, 1991. Ted seconded the motion. Motion passed.

Barbara Martin and Barbara McDonald received gifts for their years of service (Barbara Martin 10; Barbara McDonald 15 [actually 17-1/2 years]).

ADJOURNMENT

It was moved and seconded to adjourn at 2:20 p.m. Motion passed.

Recorded by Barbara McDonald

m 418

BOARD AGENDA MINNESOTA CENTER FOR ARTS EDUCATION 6125 Olson Memorial Highway Golden Valley, MN 55422

Wednesday, January 29, 1992 1:30 p.m. - 3:30 p.m.

MINU	JTES/AGENDA .	•	•			٠	•	.Harry	Sieben, Jr.
COM	MUNICATIONS .	•	٠	•	•	•	•	.Jim U	ndercofler
A packet of articles will be available at the meeting.									
FINA	FINANCE SUBCOMMITTEE REPORT								Vollertsen
The Finance Subcommittee will meet on Wednesday, January 29, 1992, from 12:30 p.m. to 1:30 p.m. to discuss the following:									
1. Review Statewide Accounting System Printouts.									
EXEC	CUTIVE COMMITT	EE REPOR	RT	•	•	•	•	.Harry	Sieben, Jr.
RESOURCE PROGRAMS REPORT					•	•	•	. Pam Paulson	
EXECUTIVE DIRECTOR'S REPORT						.Jim Uı	ndercofler		
ОТНІ	ER BUSINESS .		•	•	•		•	.Harry	Sieben, Jr.
 Approval of Arts Review Team members. Proposal to the New American Schools Development Corporation. 									
ADJOURNMENT							•	.Harry	Sieben, Jr.

m 418

MEETING ANNOUNCEMENT

Board of Directors' MeetingMinnesota Center for Arts Education

Wednesday*, January 29, 1992 12:30 p.m.-1:30 p.m. (Finance) 1:30 p.m.-3:00 p.m. (Board)

6125 Olson Memorial Highway Golden Valley, MN 55422 (612) 591-4700

- 1. MINUTES/AGENDA
- 2. COMMUNICATIONS
- 3. FINANCE SUBCOMMITTEE REPORT
- 4. EXECUTIVE DIRECTOR'S REPORT
- 5. OTHER BUSINESS
- 6. ADJOURNMENT

Note that this is a change in day--the Board meetings will henceforth be held the last Wednesday afternoon of each month.

M 418

BOARD MINUTES MINNESOTA CENTER FOR ARTS EDUCATION

Wednesday, January 29, 1992

The January 29, 1992, meeting of the Board of Directors for the Minnesota Center for Arts Education was held in the "Glass Box" of the Gaia Building, 6125 Olson Memorial Highway, Golden Valley, MN 55422.

The meeting was called to order by Acting Chairperson Audrey Eickhof.

Present: Audrey Eickhof, Jean Greener, H. Theodore Grindal, Sheila Livingston, Jonelle Moore and Steve Watson. Representing the Agency were Sharon Jasa, Barbara Martin, Kathleen McCartin, Pam Paulson, Jim Undercofler, Mark Youngstrom, and Barbara McDonald.

Absent: Philip Brunelle, Manuel Capiz, Jack Fena, Florence Grieve, Owen Husney, Bill Jones, Bill Richards, Harry Sieben, and Nancy Vollertsen.

MINUTES/AGENDA

Steve moved that the minutes be accepted as read. Motion was seconded and passed.

Communications:

Jim introduced Chris Powell, a Media Arts student. Chris had won second place in the Visual Arts category of the Arts Recognition and Talent Search. He submitted a videotape and, as one of 20 finalists, flew to Miami in January for workshops and an interview. He also did some "fun" things. Chris showed the piece, a gallery installation entitled "Verity Passion," that earned him second place. He also presented an animation piece done the previous year and passed around two still pictures.

Audrey, who represents Chris' district, asked what his plans were. Chris responded that he was going to apply at "Cal Arts" in Valencia, a school originally funded by the Disney organization. He also plans to apply at the Chicago Art Institute.

Barbara McDonald distributed the clippings and provided a synopsis of the articles:

1.	Admissions	16
2.	Faculty	3
3.	Magnet	4
4.	Minnesota Arts eXperience (MAX) programs	3
5.	Resource Programs (non-MAX)	4
6.	Students	5
7.	Arts in Minnesota	16
8.	Miscellaneous*	8

^{*} Included articles about Board members Nancy Vollertsen and Jonelle Moore.

Finance Subcommittee:

Audrey indicated the open encumbrance and SWAS reports had been reviewed and approved. Motion was made to accept the Finance subcommittee reports. Motion was seconded and passed.

Executive Subcommittee:

Since Harry was absent, Jim asked Jonelle to report on the activities of the Executive subcommittee. Jonelle stated that she was not sure if Harry was able to convene a meeting of the committee. All the meeting times proposed were not workable for her.

Resource Programs

Pam distributed a handout on the Resource Programs activities. Nine applications were received for the most recent Professional Opportunities Program (POP) deadline. Five were recommended for funding. Pam reviewed each of the applications. If money is available in the future, she would like to compile a list of the accepted ideas.

Brochures and agendas for the "Multicultural Imperative: Arts in Education" conference (February 20-22) were distributed.

Pam also disseminated the brochure for the Resource Programs.

Executive Director's Report:

- 1. <u>School Activities</u>--At future Board meetings a member of the School Planning Group will present a report on school activities.
- 2. <u>Admissions</u>--Jim reported that 150 applications for admission had been received to date (the application deadline was February 1) with music having the most. The information sessions had been packed. The current school enrollment is highest in Visual Arts, followed by Theater.

Jim distributed a list of the review teams. Sharon Jasa explained that the selection committee tried to balance teams by choosing an educator and artist as well as someone of color. The selection committee also wanted reviewers who could assess talent in a "rawer" form.

Sheila moved and Ted seconded to accept the review teams. Motion passed.

- 3. <u>Sculpture Donation</u>--Sharon reported that the Lynn Wadsworth sculptures would be installed outside in front of the administration building. Steve suggested dedicating the sculptures during graduation week.
- 4. New American School Development Proposal--This is a part of President Bush's "America 2000" project. Steve explained that the idea is for "break the mold" schools. The original idea was to raise \$200 million in private donations and to have a school in each of the Congressional Districts (535). Per pupil costs of proposed schools cannot exceed existing per pupil costs. For Phase I (design stage), 20 schools will be selected. Steve said the concept was attractive to the business community because it's not "more of the same."

Board Meeting January 29, 1992 Page 3

The deadline for submission of proposals is February 14, 1992. Applicants will know by May 31 if they've received funding. NASDAC expects 500-1,000 applications.

Jim explained that Carol Sirrine, Fine Arts Coordinator of the Hopkins School District, had originally brought the idea to his attention. Her proposal was modified by Jim and a few other individuals.

Ted asked what the implications would be if MCAE's proposal were selected.

Jim responded that it would require enabling legislation for MCAE to do this. If the proposal is funded, it would be a division of MCAE at a different site. Jim would be the Executive Director with the Board overseeing the activities. Auditions would not be a prerequisite for admission. Jim hoped to target people of color.

Sheila responded that the concept was "very exciting."

Steve moved and Ted seconded that MCAE submit a proposal to NASDAC. Motion carried.

5. <u>Board Attendance</u>--Letters had been sent to Board members who had missed three consecutive meetings, advising them that they could be removed from the Board for attendance reasons. Jim explained that this action was prompted by the Owen Husney situation. The Attorney General's office had filed a lawsuit against Owen because he failed to submit a report to the Ethical Practices Board. According to state statutes, the chairman of the Board is to inform the Governor of any Board member who has missed three consecutive meetings.

Jim asked the Board's permission to draft a letter to the Governor. Ted so moved. Steve seconded the motion. Motion passed.

5. Meeting Dates

Jean and Ted liked the change in meeting dates from Fridays to Wednesdays.

ADJOURNMENT

It was moved and seconded to adjourn at 2:43 p.m. Motion passed.

Recorded by Barbara McDonald



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MEETING ANNOUNCEMENT

Board of Directors' Meeting
Minnesota Center for Arts Education

Wednesday*, February 26, 1992 12:30 p.m.-1:30 p.m. (Finance) 1:30 p.m.-3:00 p.m. (Board)

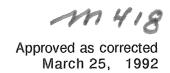
6125 Olson Memorial Highway Golden Valley, MN 55422 (612) 591-4700

- 1. MINUTES/AGENDA
- 2. COMMUNICATIONS
- 3. FINANCE SUBCOMMITTEE REPORT
- 4. EXECUTIVE DIRECTOR'S REPORT
- 5. OTHER BUSINESS
- 6. ADJOURNMENT
- * Note that this is a change in day--the Board meetings will henceforth be held the last Wednesday afternoon of each month.

BOARD AGENDA MINNESOTA CENTER FOR ARTS EDUCATION 6125 Olson Memorial Highway Golden Valley, MN 55422

Wednesday, February 26, 1992 1:30 p.m. - 3:30 p.m.

MINUTES/AGENDA Harry	y Sieben, Jr.					
COMMUNICATIONS Jin	undercofler					
A packet of articles will be available at the meeting.						
FINANCE SUBCOMMITTEE REPORT Nat	ncy Vollertsen					
The Finance Subcommittee will meet on Wednesday, February 26, 1992, from 12:30 p.m. to 1:30 p.m. to discuss the following:						
1. Review Statewide Accounting System Printouts.						
EXECUTIVE COMMITTEE REPORT Harry	y Sieben, Jr.					
1. Employee Opinion Survey.						
ARTS HIGH SCHOOL REPORT School P	lanning Group					
RESOURCE PROGRAMS REPORT	Pam Paulson					
1. Grant Request from Princeton Public Schools.						
EXECUTIVE DIRECTOR'S REPORT Jim	Undercofler					
 Overview of Legislative Session. Additional Complement Need. 						
OTHER BUSINESS Harr	y Sieben, Jr.					
 Approval of Arts Review Team members. Proposal to the New American Schools Development Corporation. 						
ADJOURNMENT Harr	ADJOURNMENT Harry Sieben, Jr.					



BOARD MINUTES MINNESOTA CENTER FOR ARTS EDUCATION

Wednesday, February 26, 1992

The February 26, 1992, meeting of the Board of Directors for the Minnesota Center for Arts Education was held in the "Glass Box" of the Gaia Building, 6125 Olson Memorial Highway, Golden Valley, MN 55422.

The meeting was called to order by Acting Chairperson Audrey Eickhof.

Present: Philip Brunelle, Audrey Eickhof, Jean Greener, Sheila Livingston, Bill Richards, and Nancy Vollertsen. Representing the Agency were Sharon Jasa, Barbara Martin, Kathleen McCartin, Pam Paulson, Jim Undercofler, Mark Youngstrom, and Barbara McDonald. Harry Sieben and Jonelle Moore arrived later.

Absent: Manuel Capiz, Jack Fena, Florence Grieve, H. Theodore Grindal, Owen Husney, Bill Jones, and Steve Watson.

MINUTES/AGENDA

Jim stated that the last two agenda items should be deleted as they had been considered at last month's Board meeting.

It was moved, seconded and passed to accept the minutes.

Communications:

Barbara McDonald distributed the clippings and provided a synopsis of the articles:

1.	Admissions	15
2.	Artist-Mentor	17
3.	Magnet	4
4.	Professional Opportunities Program (POP)	1
5.	Resource Programs (non-MAX)	5
6.	Students	2
7.	Artist-Mentor	17
8.	Scholastic Art Awards	1

Barbara Martin reported that a contingent from the Agency attended committee meetings that morning at the Capitol. Although MCAE was on the agenda (last), no one from the Agency got an opportunity to speak.

Board Meeting February 26, 1992 Page 2

Finance Subcommittee:

Nancy reported that the SWAS reports were "okay." Although there had been some coding difficulties, these were being adjusted. The Agency is fiscally sound.

Jim mentioned that a major budget cut would be catastrophic. He predicted a 2.0-2.5% decrease.

Nancy asked Pam to report on the grant request from the Princeton Public Schools. The program is in its third year (the project is scheduled for five years). This is an \$8,000.00 request with \$4,800.00 for evaluation; \$2,500.00 for documentation; and \$700.00 for artist consultant fees.

Jean asked, "Is this a normal amount for evaluation?" Pam responded that it was actually quite low. When the evaluation is completed, MCAE will receive a copy.

Nancy recommended approval of the request. Motion was seconded and passed.

Executive Subcommittee:

Harry reported that the employee opinion study, which has been discussed since last fall, was not ready to submit to the Board for action. He asked Nancy to bring it up during the next Finance subcommittee meeting.

The following two issues must be addressed before approval can be considered:

- 1. How will it be paid for? [Nancy suggested including this in the budget for the next fiscal year.]
- 2. Is a bidding process necessary? [Jim stated that the Agency must seek, at a minimum, three proposals.]

Nancy advised setting criteria first in order to determine which proposal is the best. It was also noted that some of the information given to Ernst and Young (the company that submitted a proposal) was incorrect.

Arts High School Report:

Kathleen McCartin, Director of Student Services, distributed a packet on the admissions process. For the 1992-93 school year, the high school had received 273 applications. For 1991-92 there were 236. Kathleen added that, due to the rule change, some students can now apply for their senior year. Music, Media Arts and Literary Arts show a significant increase in the number of applications. The number of applicants in Congressional Districts 3, 6, and 8 are smaller than a year ago.

Sheila asked for a synopsis of the review process which Jim provided.

Harry asked, "How many are we taking and what's our statutory authority?"

Jim replied that current statutes authorize up to 300 students (it used to be 270). Probably 150 will be accepted with about 15 expected to drop out.

Barbara Martin cautioned the group that, at this time, the names of applicants are confidential.

Currently, MCAE has 111 seniors. Kathleen has processed 290 transcripts for post-secondary consideration thus far.

Resource Programs:

Pam distributed a handout and reported on the following:

- 1. <u>Arts Leadership Institute</u> (Duluth)--This was well received. Another follow-up workshop is scheduled for St. Cloud on March 14.
- 2. <u>Professional Opportunities Program (POP)</u>--The next application deadline is March 13, 1992.
- 3. <u>Minnesota Arts eXperience (MAX) Implementation Meeting</u>.-Since the Guthrie Theater received a MAX grant, Sheila had attended the meeting. She reported that it was excellent.

Pam passed out a summary of Karen Rogers' evaluation. Karen will also do an evaluation of the Dance Education Initiative.

- 4. <u>Magnet Arts Program</u>--A meeting of participating schools was held February 20 at North High School, Minneapolis. Bill Richards, whose school district is involved in the Magnet program, attended. He reported that the meeting was very good.
- 5. <u>Multicultural Imperative: Arts in Education Conference</u> (February 20-22)--Dr. Cortes, the keynote speaker, was at MCAE on February 20. He met with the arts staff in the morning and the general studies faculty in the afternoon. The keynote address was that evening. Sheila stated that his presentation was very good.

Pam added that the panel discussion (in response to the keynote) was held the following morning. Friday evening a number of individuals/organizations performed at the high school. The final day of the conference, February 22, was held at the Center.

Executive Director's Report:

 Contract Employees--Jim reported that there are two employees currently on contract that he would like to make permanent employees. This would require a 1.5 increase to the staff complement. John Welckle, who currently teaches Social Studies, will be returning to his home school at the end of this school year. Kevin Clark, a German instructor, is one faculty member that Jim would like to hire as a permanent employee. The following questions were raised:

- a. If there are other teachers on contracts similar to John and Kevin [Diane Thoreson and Jeff Bartlett], is the Agency setting a precedent?
- b. Why are salaries of teachers at MCAE lower than the norm in the metro area? [SRSEA traditionally sets the pay scale based on the wages in the Faribault area because most of the SRSEA members teach at the Faribault Academy.1
- c. How do you differentiate between a .5 teacher and someone who teaches a few hours/week? [20 hours/week = .5 time.; Nancy added that PELRA says that 14 hours/week, 67 days/year or the cumulative between the two = .5 time and constitutes the standard for regular employment.]

Other Business:

- 1. <u>New American Schools (NASDAC) Proposal</u>--The proposal was submitted by the deadline. Copies are available upon request.
- 2. <u>Admissions Rule Change</u>--Barbara McDonald reported that this had been processed and will now become part of the official rule.
- 3. <u>Bylaws</u>--At the beginning of the meeting, Audrey requested adding this to the agenda. She proposed setting up a committee to write bylaws. Audrey offered to sit on the committee.

Nancy asked if the proposed committee could get some bylaws from the Attorney General's office to use as a model. Audrey so moved. Nancy seconded the motion. Motion passed.

4. <u>Meeting Schedule</u>--The group agreed to the following:

March 25 April 29 May 27 June 24 (tentative)

ADJOURNMENT

It was moved and seconded to adjourn at 2:45 p.m. Motion passed.

After the meeting adjourned, Pam showed a video of Kevin Locke's hoop dance from the "Multicultural Imperative" conference.



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MEETING ANNOUNCEMENT

Board of Directors' Meeting
Minnesota Center for Arts Education

Wednesday*, March 25, 1992 12:30 p.m.-1:30 p.m. (Finance) 1:30 p.m.-3:00 p.m. (Board)

6125 Olson Memorial Highway Golden Valley, MN 55422 (612) 591-4700

- MINUTES/AGENDA
- 2. COMMUNICATIONS
- 3. FINANCE SUBCOMMITTEE REPORT
- 4. EXECUTIVE DIRECTOR'S REPORT
- 5. OTHER BUSINESS
- 6. ADJOURNMENT
- Note that this is a change in day--the Board meetings will henceforth be held the last Wednesday afternoon of each month.

BOARD AGENDA MINNESOTA CENTER FOR ARTS EDUCATION 6125 Olson Memorial Highway Golden Valley, MN 55422

Wednesday, March 25, 1992 1:30 p.m. - 3:30 p.m.

MINUTES/AGENDA	•	•	•	Harry Sieben, Jr.		
COMMUNICATIONS	•		•	Jim Undercofler		
A packet of articles will be available at th	e meetii	ng.				
FINANCE SUBCOMMITTEE REPORT			•	Nancy Vollertsen		
The Finance Subcommittee will meet on 1992, from 12:30 p.m. to 1:30 p.m. to d						
 Review Statewide Accounting Syst Employee Opinion Survey. 	tem Prir	itouts.				
EXECUTIVE COMMITTEE REPORT		•	•	Harry Sieben, Jr.		
ARTS HIGH SCHOOL REPORT .	•	•		School Planning Group		
RESOURCE PROGRAMS REPORT.			•	Pam Paulson		
EXECUTIVE DIRECTOR'S REPORT	•	•	•	Jim Undercofler		
1. St. Paul Site Issues.						
OTHER BUSINESS	v	•		Harry Sieben, Jr.		
1. Discussion of By-Laws (Audrey Eickhof).						
ADJOURNMENT	•			Harry Sieben, Jr.		



Approved April 29, 1992

BOARD MINUTES MINNESOTA CENTER FOR ARTS EDUCATION

Wednesday, March 25, 1992

The March 25, 1992, meeting of the Board of Directors for the Minnesota Center for Arts Education was held in the "Glass Box" of the Gaia Building, 6125 Olson Memorial Highway, Golden Valley, MN 55422.

The meeting was called to order by Acting Chairperson Jonelle Moore.

Present: Philip Brunelle, Jean Greener, Sheila Livingston, Jonelle Moore and Bill Richards. Representing the Agency were Sharon Jasa, Barbara Martin, Kathleen McCartin, Pam Paulson, Jim Undercofler, Mark Youngstrom, and Barbara McDonald.

Absent: Manuel Capiz, Audrey Eickhof, Jack Fena, Florence Grieve, H. Theodore Grindal, Owen Husney, Bill Jones, Harry Sieben, Nancy Vollertsen and Steve Watson.

MINUTES/AGENDA

Pam noted that in the February minutes, Karen Rogers was listed as the evaluator of the Dance Education Initiative. It should be Ed Sass.

Bill moved to accept the minutes as corrected. Sheila seconded the motion. Motion passed.

Communications:

There was no student presentation due to spring break.

Barbara Martin gave an update on legislative activity. Because there have been no recommended budget cuts for MCAE (to this time), she has not had to spend a lot of time at the Capitol.

Barbara McDonald distributed the clippings and provided a synopsis of the articles:

1.	Admissions	1
2.	Artist-Mentor	3
3.	Arts in Minnesota	1
4.	Comprehensive Arts Planning Program (CAPP)	1
5.	Dance Education Initiative	1

6.	Magnet	1
7.	Minnesota Arts eXperience (MAX)	5
8.	Scholastic Art Awards	4
9.	Professional Opportunities Program (POP)	1
10.	Resource Programs (non-MAX)*	2
11.	Students	2

^{*} One article referred to MCAE as the "Minnesota School and Resource Center for the Arts."

Finance Subcommittee:

Since no members of the Finance subcommittee were present, there was no meeting. Jim did mention, however, that the Agency was still in the "black."

Executive Subcommittee:

No report.

Arts High School Report:

Mark distributed a handout. He stated that 30 MCAE students took a national math test. Out of 178 Minnesota schools participating, MCAE ranked 73rd. He also reported that the high school staff was working with the Resource Programs on Interdisciplinary outreach. An Interdisciplinary seminar is slated for June.

Kathleen mentioned that three MCAE students are national merit finalists and one (who cannot yet be identified) will receive a \$2,000.00 scholarship.

Resource Programs:

Pam reported on the following activities:

- 1. <u>Outreach Day</u>--She distributed the agenda for the April 9 program. The last Outreach Day had 67 attendees.
- 2. <u>Magnet</u>--Pam handed out the "Magnetwork" newsletter (which Wally Kennedy produces). A Magnet workshop had been held the previous week.
- 3. <u>Professional Opportunities Program</u>--Immediately following the Board meeting, Nancy Engen-Wedin (Program Associate in the Resource Programs), Pam and Jonelle Moore (Board member) were going to review ten new POP applications.
- 4. <u>Comprehensive Arts Planning Program (CAPP)</u>--Pam stated that she had been in St. Cloud recently for a CAPP meeting.

5. <u>Dance</u>--Dance USA will be holding its national convention in the Twin Cities this summer. Pam and Judith Mirus (the consultant for the Dance Education Initiative) had written a proposal for the convention. The proposal was accepted so Pam and Judith will present it at the convention.

Executive Director's Report:

- 1. <u>Site</u>--Jim said that the Board has \$210,000.00 remaining for development of the current St. Paul site. Demolition costs are estimated at \$700,000.00-\$800,000.00. This includes moving the Quinlan home.
 - a. <u>Use of Current Site</u>--Parties interested in using the property approached the Minnesota Department of Administration with their plans: demolish the other two buildings (American Linen and Catholic Youth Center) and use the site for parking. The Metropolitan Transit Commission (MTC) would like to use our current St. Paul site as a temporary staging area for buses. MTC would recoup its investment through parking fees assessed during the next five years.

If the Board approves this plan, it would go into effect on May 1, 1992 and end on May 1, 1997.

The following resolution was proposed:

Transfer the management (not ownership) of the St. Paul property to the Department of Administration until the expiration of the MTC lease.

Motion was seconded. Discussion followed.

Bill asked if there would be any liability on the Quinlan building. Jim replied that liability would actually decrease because two of the buildings would be demolished. There would also be a corresponding decrease in assessments as well as fewer security problems (Capitol Security currently is responsible for monitoring the site) since there would only be one building instead of three.

The resolution was passed.

b. <u>New Site</u>--Jim reported that "majority opinion" (students, parents) favors having the school in the city proper. There would be more activities for the students.

The Hamm Building has been suggested to us but Jim stated it was not the best option. He felt the "lowertown" area of St. Paul was more appealing. Jim added he would like the Board to consider other sites in St. Paul and asked if any of the Board members would be interested in touring St. Paul facilities. Sheila and Jean both expressed interest in doing so.

Board Meeting March 25, 1992 Page 4

Jean asked if there was any criteria for site selection [yes] and, if so, requested that it be presented at the next Board meeting.

2. <u>Appointments</u>--The Governor's Appointment Office has indicated that four new Board appointments will be announced in the next few weeks.

Other Business:

1. <u>Bylaws</u>--Since Audrey was absent, this item was tabled.

<u>ADJOURNMENT</u>

It was moved and seconded to adjourn at 2:25 p.m. Motion passed.

Recorded by Barbara McDonald





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MEETING ANNOUNCEMENT

Board of Directors' Meeting
Minnesota Center for Arts Education

Wednesday, April 29, 1992 12:30 p.m.-1:30 p.m. (Finance) 1:30 p.m.-3:00 p.m. (Board)

6125 Olson Memorial Highway Golden Valley, MN 55422 (612) 591-4700

- 1. MINUTES/AGENDA
- 2. COMMUNICATIONS
- 3. FINANCE SUBCOMMITTEE REPORT
- 4. ARTS HIGH SCHOOL REPORT
- 5. RESOURCE PROGRAMS REPORT
- 6. EXECUTIVE DIRECTOR'S REPORT
- 7. OTHER BUSINESS
- 8. ADJOURNMENT

M 418

BOARD AGENDA MINNESOTA CENTER FOR ARTS EDUCATION 6125 Olson Memorial Highway Golden Valley, MN 55422

Wednesday, April 29, 1992 1:30 p.m. - 3:30 p.m.

MINUTES/AGENDA	λ.		•	•	•	•	Harry	Sieben, Jr.
COMMUNICATIONS	S .			•		•	Jim	Undercofler
A packet of articles	will be	available	e at the	meeting	g.			
FINANCE SUBCOM	MITTE	E REPO	ORT			•		
The Finance Subcom 1992, from 12:30 p.								
1. Review State 2. Grant to CA				m Print	outs.			
EXECUTIVE COMM	IITTEE	REPOR	T	•	•	•	Harry	Sieben, Jr.
ARTS HIGH SCHOO)L REPO	ORT			•	•	School Pla	nning Group
RESOURCE PROGE	RAMS R	EPORT	•	•]	Pam Paulson
EXECUTIVE DIREC	CTOR'S	REPOR	RT				Jim 1	Undercofler
1. Minnesota Sta	ite High	School	League	Resolut	tion.			
OTHER BUSINESS			•	•			Harry	Sieben, Jr.
1. Bylaws	•	•	•	•	•		Au	drey Eickhof
ADJOURNMENT						•	Harry	Sieben, Jr.

APPROVED MAY 27, 1992

BOARD MINUTES MINNESOTA CENTER FOR ARTS EDUCATION

Wednesday, April 29, 1992

The April 29, 1992, meeting of the Board of Directors for the Minnesota Center for Arts Education was held in the "Glass Box" of the Gaia Building, 6125 Olson Memorial Highway, Golden Valley, MN 55422.

The meeting was called to order by Chairperson Harry Sieben.

Present: Phil Brunelle, Audrey Eickhof, Sheila Livingston, and Harry Sieben. Representing the Agency were Sharon Jasa, Barbara Martin, Pam Paulson, Jim Undercofler, Mark Youngstrom, and Barbara McDonald.

Absent: Manuel Capiz, Jack Fena, Jean Greener, Florence Grieve, H. Theodore Grindal, Owen Husney, Bill Jones, Jonelle Moore, Bill Richards, Nancy Vollertsen and Steve Watson.

MINUTES/AGENDA

It was moved by Sheila and seconded by Phil to accept the minutes of the March meeting. Motion passed.

Communications:

Barbara Martin had little to report on legislative activity. There were no budget cuts.

Barbara McDonald distributed the clippings and provided a synopsis of the articles:

1.	Artist-Mentor	2
2.	Comprehensive Arts Planning Program (CAPP)	1
3.	Magnet	1 .
4.	Minnesota Arts eXperience (MAX)	2
5.	Professional Opportunities Program (POP)	4
6.	Students	3

Jim said he had received three letters from students and/or parents asking why they were not accepted into the Arts High School for the upcoming school year.

Finance Subcommittee:

Audrey reported that Jim and Barbara Martin had attended a one-day class about the Statewide Accounting System (SWAS). A Director from the Department of Finance had done a one-half day follow-up at the Agency. Audrey added that the Agency is in the black but things will be very tight until the end of the fiscal year. There is only about \$90,000.00 left in the budget. She recommended approval of the financial report. Her recommendation was seconded. Motion passed.

Harry asked when the Agency's last financial audit occurred. Barbara Martin responded that it was about two years ago. She expects that another audit will be conducted this summer. Harry asked Barbara to notify him when she learns the exact date.

Executive Subcommittee:

No report.

Arts High School Report:

Sharon Jasa reported on activities the students have done in the "outside community." She also listed numerous awards/recognition the students have received:

- 1. <u>Dance</u>--Students took part in a conference last fall, an exhibit at the Walker, and worked in a dance lab for four weeks.
- 2. <u>Literary Arts</u>--Students took five of six places in the St. Catherine's College "Emerging Arts Area" competition. Some students read their work on a local radio station and talked about their hometowns and MCAE.
- 3. <u>Media Arts</u>--Chris Powell had placed in a national competition. Some students participated in a New York festival.
- 4. <u>Media/Visual Arts</u>--There were 25 award winners in a national competition, which is open only to seniors.
- 5. Theater--Some students have worked as teacher aides.

Mark added that Kate Maher has written a play and another student has been accepted at MIT.

Jim reported that Jon Sweere, class of '91, has done a sculpture that will be dedicated in Owatonna on May 31. This will be a community event. Jim will be a guest at the dedication.

Resource Programs:

Pam reported on the following activities:

- 1. <u>Magnet</u>--The meeting at Thief River Falls on April 27 went well. Two schools were unable to make it due to weather conditions.
- 2. <u>Interdisciplinary Seminar</u>--The seminar, scheduled for June 15-19, will be held at the Radisson Conference Center in Plymouth. Up to 40 teachers (coming in teams) are expected.

Board Meeting April 29, 1992 Page 3

3. <u>Professional Opportunities Program (POP)</u>--The deadline was March 13. Ten applications were reviewed and three funded.

Executive Director's Report:

- 1. <u>Minnesota State High School League Resolution</u>--This resolution was for membership in the League for 1992-93. It was moved, seconded, and passed.
- 2. <u>Bylaws</u>--Audrey reported. The draft was completed and reviewed prior to the Board meeting. Some changes were made. Copies of the revised draft will be mailed to Board members prior to the May meeting.

Other Business:

1. <u>June Meeting</u>-This will be held on June 24, as scheduled, but will start at 11:00 a.m.

<u>ADJOURNMENT</u>

It was moved and seconded to adjourn at 2:23 p.m. Motion passed.

Recorded by Barbara McDonald



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MEETING ANNOUNCEMENT

Board of Directors' Meeting
Minnesota Center for Arts Education

Wednesday, May 27, 1992

12:30 p.m.-1:30 p.m. (Finance) 1:30 p.m.-3:00 p.m. (Board)

6125 Olson Memorial Highway Golden Valley, MN 55422 (612) 591-4700

- 1. MINUTES/AGENDA
- 2. COMMUNICATIONS
- 3. FINANCE SUBCOMMITTEE REPORT
- 4. ARTS HIGH SCHOOL REPORT
- 5. RESOURCE PROGRAMS REPORT
- 6. EXECUTIVE DIRECTOR'S REPORT
- 7. OTHER BUSINESS
- 8. ADJOURNMENT

M418

APPROVED AS CORRECTED June 24, 1992

BOARD MINUTES MINNESOTA CENTER FOR ARTS EDUCATION

Wednesday, May 27, 1992

The May 27, 1992, meeting of the Board of Directors for the Minnesota Center for Arts Education was held in the "Glass Box" of the Gaia Building, 6125 Olson Memorial Highway, Golden Valley, MN 55422.

The meeting was called to order by Acting Chairperson Audrey Eickhof.

Present: Audrey Eickhof, Jean Greener, Sheila Livingston, Jonelle Moore, and Steve Watson. Representing the Agency were Barbara Martin, Pam Paulson, Jim Undercofler, and Barbara McDonald. New Board member, Gloria Sneed, was introduced. She replaces Flo Grieve.

Absent: Phil Brunelle*, Manuel Capiz, H. Theodore Grindal*, Owen Husney, and Bill Richards*.

MINUTES/AGENDA

The minutes were approved. Jean Greener asked if a special notation could be made next to the names of absent members who call prior to the meeting if they are unable to attend. She suggested an asterisk next to the individual's name.

Audrey suggested that the Board send Harry Sieben, former Chair who had recently resigned from the Board, a letter thanking him for his services. Audrey also felt it would be prudent to send thank you letters to those members whose terms had recently expired.

Sheila moved to send a letter to Harry and other retiring Board members thanking them for their services and inviting them to a special lunch in the fall. The motion was seconded and passed. Jim will draft the letter.

Finance Subcommittee:

Steve reported that the SWAS reports were reviewed. Nothing unusual was found. The cash balance for the remainder of the fiscal year is \$36,000.00. Audrey and Jim explained, for Gloria's benefit, what the SWAS reports were.

The Finance committee had two issues needing Board approval:

- 1. <u>Grant Requests</u>--Steve stated that the committee had reviewed two grant requests. Jim added that the money for these requests was already included in the biennial budget. Jim then asked Pam to give a synopsis of the two requests.
- * Board members who notified Agency they were unable to attend.

Pam said that both requests were from the Minnesota Alliance for Arts in Education. One was for <u>Artbeat</u>, a publication of MAAE, and the other was for MAAE's annual conference. The amounts requested were \$15,000.00 and \$5,000.00, respectively, and are the same as was awarded last year.

Steve recommended approval of both grant requests.

Jean asked what the total budget was for MAAE and from where it received most of its funding. Jim responded that the annual budget for MAAE is \$150,000.00-\$200,000.00. About one-third is from government grants (including MCAE), one-third from the Minnesota Department of Education, and one-third from membership and corporate fees.

The motion was seconded by Jean. Motion passed.

2. <u>Salary Increase</u>--Steve also reported that Jim was entitled to a salary increase of 1.0%, retroactive to January 1. The Finance committee recommended approval of this increase. The motion was seconded and passed.

Other Business:

- 1. <u>Board Chair</u>--Harry Sieben's resignation from the Board necessitated selecting a new Chair. Steve nominated Audrey Eickhof. The motion was seconded and passed unanimously. Audrey will serve as interim Chair until the official elections, which, if the new bylaws are adopted, will be in December.
- 2. <u>Bylaws</u>--Minnesota Statute 15.0575 was distributed. This rule sets some parameters in which the Board must operate.

The bylaws were reviewed. Jim explained that 1.1 was borrowed from the bylaws for the State University system. Items 1-3, Section 1.2, were taken from statutes.

Jean wondered if the Personnel committee should do the annual performance review of the Executive Director. She also asked if any other committees were suggested when the bylaws were drafted. Jean requested the rationale for selecting the committees listed in the bylaws.

Audrey responded that those committees represent what would be needed to run the Board.

Jean suggested adding a "General Committee" to deal with anything that fell outside the duties of the other standing committees. Board members who were not on any other committee could serve on the General Committee.

After discussion, it was decided that the duties of the General Committee would include but not be limited to: Agency planning, Board development, management of facilities, and formulation of student policies and legislation. Other duties may be assigned by the Board chair as necessary.

Audrey moved that the Board wait to vote on the proposed bylaws until the next meeting. Motion was seconded and passed.

3. <u>Admissions</u>--Jim informed the Board that Susan Eder, a music student, had filed a formal appeal when her application was denied. When Bev DeVos, the Admissions Coordinator, mailed information to applicants, she informed them that the arts review could be rescheduled if there was a problem. Susan Eder apparently was not feeling well that day (she was later diagnosed with strep throat), but did not ask to reschedule her review.

Jim reported that students are evaluated in three areas: skills, imagination, and attitude. Ms. Eder was "borderline" in the skills and imagination categories and did not pass the attitude category. Susan's mother blamed this on the strep throat.

Jean moved that a special review team be assembled, allowing Susan Eder to have a second review, with the stipulation that the decision of this review team would be final. Motion was seconded and passed.

Jim and Jonelle will serve on the review team. Others will be added if needed.

4. <u>Rule Changes</u>--Barbara Martin stated that the admissions rule had to be resubmitted for consideration under Chapter 14, the Administrative Procedures Act. She asked the Board to adopt the following resolution:

"BE IT RESOLVED, THAT AUDREY EICKHOF, Chairperson of the Minnesota Center for Arts Education Board is hereby granted the authority and directed to sign and to give notice of the Board's intent to adopt, without a public hearing, the attached amendments, governing admission to the full-time high school program, Minnesota Rules parts 3600.0010-3600.0070, to all persons who have registered their names with the Board for that purpose and publish the Notice and the rule in the State Register, and to perform any acts incidental thereto, including making any form changes in the rules that the Revisor of Statutes requires the Board to make in order to obtain the Revisor's certification as required by Minn. Stat. § 14.07, subd. 2 (1991).

BE IT FURTHER RESOLVED, that in the event a public hearing becomes necessary, the Chairperson is hereby granted the authority and directed to call a hearing for the purpose of promulgating said rules as well as to perform any and all acts incidental thereto, including but not limited to signing an Order for a Notice of Hearing, as well as acting as the Board's representative at all hearings."

It was moved, seconded, and passed to adopt the resolution.

ADJOURNMENT

It was moved and seconded to adjourn at 3:25 p.m. Motion passed.



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MEETING ANNOUNCEMENT

Board of Directors' Meeting
Minnesota Center for Arts Education

Wednesday, June 24, 1992 10:30 a.m.-11:00 a.m. (Finance) 11:00 a.m.-12:30 p.m. (Board)

6125 Olson Memorial Highway Golden Valley, MN 55422 (612) 591-4700

- 1. MINUTES/AGENDA
- 2. COMMUNICATIONS
- 3. FINANCE SUBCOMMITTEE REPORT
- 4. ARTS HIGH SCHOOL REPORT
- 5. RESOURCE PROGRAMS REPORT
- 6. EXECUTIVE DIRECTOR'S REPORT
- 7. OTHER BUSINESS
- 8. ADJOURNMENT

BOARD AGENDA MINNESOTA CENTER FOR ARTS EDUCATION 6125 Olson Memorial Highway Golden Valley, MN 55422

Wednesday, June 24, 1992 11:00 a.m. - 12:30 p.m.

MINUTES/AGENDA.		•		•	Audrey Eickhof
FINANCE SUBCOMMITTE	E REPORT			•	
The Finance Subcommittee wi from 10:30 a.m. to 11:00 a.m.				, 1992,	
 Review Statewide Acc Grant requests for Artis 			s		
EXECUTIVE COMMITTEE	REPORT			•	Audrey Eickhof
ARTS HIGH SCHOOL RE	PORT .	•	•	•	Mark Youngstrom
RESOURCE PROGRAMS	REPORT				Pam Paulson
EXECUTIVE DIRECTOR'S	REPORT				Jim Undercofler
 Site Issues. Censorship. 					
OTHER BUSINESS .		•	•		Audrey Eickhof
1. Design Issues .				•	Barbara Martin Stephanie Wright
ADJOURNMENT .					Audrey Eickhof

^{*}Orientation for new Board members will take place at 9:30 a.m.

APPROVED AUGUST 26, 1992

BOARD MINUTES MINNESOTA CENTER FOR ARTS EDUCATION

Wednesday, June 24, 1992

The June 24, 1992, meeting of the Board of Directors for the Minnesota Center for Arts Education was held in the "Glass Box" of the Gaia Building, 6125 Olson Memorial Highway, Golden Valley, MN 55422.

The meeting was called to order by Chairperson Audrey Eickhof.

Present: Phil Brunelle, Audrey Eickhof, Jean Greener, Sheila Livingston, Jonelle Moore, and Steve Watson. New Board members were welcomed. They are Terry Anderson, Ellen Doll, Maureen Shaver, Gloria Sneed, Patricia Surrat, and Barbara Sykora. Representing the Agency were Barbara Martin, Pam Paulson, Jim Undercofler, Stephanie Wright, Mark Youngstrom and Barbara McDonald.

Absent: H. Theodore Grindal* and Bill Richards.*

MINUTES/AGENDA

Steve Watson requested that the language regarding Jim Undercofler's salary increase (page 2) be changed. He suggested the first sentence in that section read "Steve also reported that it was recommended that Jim receive a salary increase of 1.0%, retroactive to January 1."

It was moved, seconded, and passed to accept the agenda with the revisions to "Other Business" outlined in a memo dated June 15.

Finance Subcommittee:

Audrey reviewed the SWAS reports for the new Board members. Barbara Martin reported that the fiscal year ends June 30. The Agency will probably have \$5,000.00-\$40,000.00 to carry over.

Jim distributed a handout on the Artist-Mentor program and gave a brief history of it. Steve, speaking on behalf of the Finance committee, recommended approval of the grant request for the Artist-Mentor program. The motion was seconded and passed.

Executive Subcommittee:

No report.

^{*} Members who notified Agency they were unable to attend.

Arts High School Report:

Mark distributed and reviewed a handout on goals, the third set developed since the school opened its doors to students. This set of goals was produced in March and was then reevaluated, rewritten and approved by the faculty in June. Mark added that the discussion with faculty included issues such as "are goals even necessary?" The goals sheet will be shared with students and parents.

Audrey inquired about the difference between these goals and earlier goals. Mark responded that the staff now has a better understanding of the students and this is reflected in the goals.

Resource Programs:

Pam distributed copies of the "Perspectives on Interdisciplinary Education" and "Interdisciplinary Learning and the Arts: An Annotated Bibliography." She also explained that the Agency is piloting a "membership program" through the Agency's Learning Resource Center.

Pam reported that the 1992 Minnesota Arts eXperience (MAX) consisted of 42 programs in 60 locations.

Executive Director's Report:

1. <u>Site--Jim informed the Board that it would have to make a decision within the next six months about site issues.</u> For the benefit of the new members, he explained that the Agency owned two pieces of property--the Golden Valley site, with five buildings (three of which are usable); and the St. Paul Civic Center site, which has three buildings needing demolition. A few months earlier the Board authorized the Department of Administration to take over management of the St. Paul site. The Department of Administration then leased the St. Paul property to the Metropolitan Transit Commission for five years.

Jim stated that in the past, the Board has indicated that St. Paul is its choice for a permanent site. The Golden Valley location has always been considered a temporary home. Maureen wondered if the Agency had been asked to change its permanent site location. [No.] She also inquired about legislative interest. Barbara Martin felt that the Legislature did not want to be involved in site selection.

a. Golden Valley--The Golden Valley property has its limitations--it is "land rich, building poor." Including the dormitory, there is approximately 120,000 sq. ft. of space, which is not enough to meet the Agency's needs. The Golden Valley site was designed to be a "contemplative" learning environment (it was originally developed as a Lutheran college) with the focus being "inward." An arts school should have an "outward" focus.

Phil stated that the biggest weakness of the school is in music because of the isolation of the Golden Valley site. He said that certain arts (i.e., literary and visual) don't require interaction with other artists. However, he stressed that musicians need involvement with other musicians. Because the school is in Golden Valley, it is much harder for music students to take advantage of musical opportunities.

Sheila concurred with Phil's view. Jonelle stated that, as someone from outstate Minnesota, she understands the feeling of isolation.

Barbara Sykora asked if more buildings could be added to the Golden Valley site. She acknowledged that this could take care of space problems but would not resolve the isolation issue.

b. <u>St. Paul</u>--This would provide access to cultural events, although it would also present another set of problems, primarily safety. It is currently unrealistic to expect a bonding bill of \$35 million to develop the Civic Center site.

If the Agency chooses not to use the Civic Center site, there are existing facilities in St. Paul that could be developed.

Sheila asked if a St. Paul site was the only alternative. At one time, Minneapolis was considered. Jim replied that the Board could do whatever it wanted in selecting a site.

c. Other Alternatives--Terry asked if the Board had considered a joint effort with an already established educational institution (i.e., Augsburg College). Jim responded that this had been investigated at one time but other institutions could not meet the Agency's needs.

Jean asked if the school administration needed or wanted assistance in determining space needs. Jim replied that that information is already contained in plans drawn up for the Civic Center location.

Jim will make a recommendation at the August Board meeting.

2. <u>Censorship</u>--Jim explained that this had become an issue with the 1992 year-books. Some inappropriate comments had been included in the yearbook. The yearbooks were recalled and the offending pages removed. This was a defamation issue rather than a censorship issue. Jim had received two letters (one from a parent, the other from a student) complaining about the recall.

Mark Youngstrom added that this issue provided for interesting discussions in the social studies classes regarding first amendment rights, etc.

OTHER BUSINESS:

1. <u>Bylaws</u>--Audrey asked for comments on the proposed bylaws. Barbara Martin stated that the Attorney General had suggested adding one phrase, regarding open meetings, for each subcommittee. The original language was "Meetings of the _____ [appropriate committee] Committee shall be open to all members of the Board and the general public." It was amended to read "Meetings of the _____ [appropriate committee] Committee shall be open to all members of the Board and the general public except as otherwise expressly provided by statute." It was moved and seconded to make this change. Motion passed.

Jean stated that the bylaws don't make provision for temporary appointments. The last sentence under Subd. 4d. (Vacancies) reads: "The Committee shall determine nominations to present at the next full Board meeting." Jean moved that the following be added: "...and upon approval by the Board, officers or committee vacancies shall be filled on a temporary basis until the December meeting." Motion was seconded and passed.

Maureen requested clarification of the duties of the Personnel subcommittee. Jim explained that it's primary purpose would be to provide feedback for personnel problems and for use as a resource.

Barbara Sykora asked if members were to make suggestions for subcommittees on which they would like to serve. In order to "jumpstart" this, Jim asked Audrey to appoint a temporary Personnel subcommittee. Audrey appointed Sheila Livingston (chair) and Jonelle Moore. She asked if any of the new members would be interested in serving. Ellen Doll volunteered. It was moved and seconded to approve the proposed subcommittee. Motion passed. The group will put together a slate of nominees for committee and officer vacancies.

It was moved and seconded to approve the bylaws as amended. Motion passed.

2. <u>Design</u>--Barbara Martin and Stephanie Wright reported on this. The logo the Agency currently uses is not very effective and is rather costly. A new design should be ready for the August Board meeting.

Miscellaneous

- a. <u>Appeal</u>--Jim and Jonelle will do a second review of Susie Eder, who had filed a formal appeal after being denied admission. The review was scheduled for 1:30 p.m.
- b. <u>Board Member Biographies</u>--Jonelle asked if biographies of Board members could be compiled and distributed.

It was moved and seconded to adjourn at 1:48 p.m. Motion passed.



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MEETING ANNOUNCEMENT

Board of Directors' Meeting
Minnesota Center for Arts Education

Wednesday, August 26, 1992 12:30 p.m.-1:00 p.m. (Finance) 1:00 p.m.-2:30 p.m. (Board)

6125 Olson Memorial Highway Golden Valley, MN 55422 (612) 591-4700

- 1. MINUTES/AGENDA
- 2. COMMUNICATIONS
- 3. FINANCE SUBCOMMITTEE REPORT
- 4. ARTS HIGH SCHOOL REPORT
- 5. RESOURCE PROGRAMS REPORT
- 6. EXECUTIVE DIRECTOR'S REPORT
- 7. OTHER BUSINESS
- 8. ADJOURNMENT

APPROVED AS CORRECTED SEPTEMBER 23, 1992

BOARD MINUTES MINNESOTA CENTER FOR ARTS EDUCATION

Wednesday, August 26, 1992

The August 26, 1992, meeting of the Board of Directors for the Minnesota Center for Arts Education was held in the "Glass Box" of the Gaia Building, 6125 Olson Memorial Highway, Golden Valley, MN 55422.

The meeting was called to order by Chairperson Audrey Eickhof.

Present: Ellen Doll, Audrey Eickhof, Jean Greener, H. Theodore Grindal, Sheila Livingston, Jonelle Moore, Bill Richards, Maureen Shaver, Gloria Sneed, Patricia Surratt, and Barbara Sykora. Representing the Agency were Sharon Jasa, Barbara Martin, Kathleen McCartin, Pam Paulson, Jim Undercofler, Stephanie Wright, Mark Youngstrom and Barbara McDonald.

Absent: Terry Anderson*, Philip Brunelle*, and Steve Watson*.

Audrey asked that the members and staff introduce themselves.

MINUTES/AGENDA

It was moved and seconded to accept the June minutes as written. Motion passed.

Jim Undercofler requested the following additions to the agenda:

Executive Director's Report:

2. Update on the biennial budget.

Other Business:

- 3. Complement increase.
- 4. Independent student question.
- 5. Student request for admission.

These additions were approved.

Finance Subcommittee:

Audrey asked if Gloria or Pat, both new appointees to the Finance subcommittee, would like to report in Steve's absence. Gloria stated that there is \$10,000.00 remaining of FY92 funds. She asked Jim to explain the Magnet schools proposal. However, Jim said that the Magnet grant request would be tabled until the September Board meeting.

^{*} Members who notified Agency they were unable to attend.

Board Meeting August 26, 1992 Page 2

The Comprehensive Arts Planning Program (CAPP) had also requested money. Jim asked Pam to explain CAPP's grant request. Pam stated that the CAPP program was requesting \$1,500.00 to fund its fall conference. She added that CAPP has a five-year funding cycle. Maureen asked (1) why CAPP was requesting funds from the Center; and (2) what CAPP's primary source of funding was. Pam responded that CAPP has a statewide school district program and, consequently, felt it was appropriate to request funds from the Minnesota Center for Arts Education. CAPP's primary source of funds is the Minnesota Department of Education (general fund).

Audrey asked for a motion on the CAPP request. Sheila moved that the Board approve the \$1,500.00 grant request. The motion was seconded and approved.

Personnel Subcommittee:

Sheila thanked Ellen and Jonelle for their work in putting together a slate of officers and committee members. All the Board members had received a list of committees, proposed chairs and suggested members. Sheila moved that the Board accept the recommendations of the Personnel subcommittee. Motion was seconded and passed.

Sheila also reported that the Personnel subcommittee had done a performance evaluation of Jim Undercofler and was recommending that a salary increase of 2.5%, retroactive to July 1, 1992, be approved. The motion was seconded. Discussion followed.

Bill asked Sheila what process the subcommittee had used to evaluate Jim's performance. Sheila responded that the subcommittee had asked Jim to write a self-evaluation which the committee then discussed in-depth. Jonelle added that many issues of concern have been resolved.

The Board unanimously approved the pay increase.

Sheila also asked Jim to explain what a "merit grant" was. Jim stated that up to two monetary awards per year, not to exceed a total of \$1,350.00 each, could be given to employees in the managerial plan.

The following questions were asked regarding merit grants:

- 1. Who provides the grant? [The state.]
- 2. How many Center employees are in the managerial class? [Six.]
- 3. What criteria is used to award the grant? [It is determined by each agency.]

It was moved and seconded to give Jim Undercofler a merit grant of \$1,300.00. Discussion followed. Jonelle stated that it was her understanding that a merit grant is not to be given routinely but should be based on the amount of work the employee has performed "above and beyond the call of duty."

The motion was unanimously approved.

Arts High School Report

Kathleen McCartin distributed the student handbook and directory of students and parents. She also gave a synopsis of the role of Student Services. Kathleen passed around a notebook. This notebook contained a series of reports about the last two graduating

Board Meeting August 26, 1992 Page 3

classes. The reports listed post-secondary institutions to which students had applied, where they were accepted, and where students actually attended. Kathleen reported that 86% of the 1992 graduates were going to post-secondary institutions.

Resource Programs:

Pam distributed copies of three handouts and reviewed each. The handouts included information on the upcoming day-long workshop with Dr. Howard Gardner, membership rules for the Resource Programs Learning Resource Center, and program summary information. Bill commended Pam on the program summary report.

Executive Director's Report:

Jim stated that Megan Kelly, a visual arts student who was a junior last year, was killed in a car accident in late July. Her family requested that memorials be directed to the Center's visual arts department.

Barbara Martin reported that a young man, a student at North High in Minneapolis, had died. He was very interested in attending the Arts High School. Even though the boy had not yet made application to the Arts High School, his family requested that memorials be directed to the Agency.

1. <u>Site--A</u> move to another site would not be feasible unless the Agency could sell the Golden Valley property for top dollar. However, because of serious space problems, the Golden Valley property would have to be improved if the Agency stayed. Making minor improvements to the current site would not preclude a future move. Jim suggested the following improvements: convert the two unoccupied dorms into classrooms and adult learning space; make these same two dorms handicapped accessible by building an elevator between them; add a new fire panel in the dorm; put air conditioning in the Learning Resource Center; and, add a sprinkler to the bookstore. Jim estimated these improvements could be done for about \$1.9 million. Barb Sykora asked if these improvements would enhance the selling price. Jim responded that they would.

The administration has not given an indication yet of whether it will be proposing a bonding bill this session. Whether the Legislature initiates its own bonding bill also will remain unknown until the session is underway.

Jim asked if the Board felt this was the right way to go (making improvements to the current site, disposing of the St. Paul property, and selling the residential lots). If so, he would like to hire an architect for the proposed improvements.

Bill stated he was comfortable with Jim moving ahead with his plans for improving the dorms. Jim will start the planning process.

2. <u>Biennial Budget</u>--Jim said the narrative was due on September 15. The Agency's annual budget is about \$5 million with a suggested cut of \$275,000.00/year. This includes absorption of salary increases. Jim reported the receipt of a letter from Commissioner John Gunyou, which directed him to build the next budget on full funding for direct service programs (the Arts High School) and to make reductions from indirect services (Resource Programs).

Jim reported that Julie Tonneson, the Agency's Executive Budget Officer, had met with him and Barbara Martin to discuss where the cuts should be made. Jim had proposed to Julie that all the cuts be made in grants but Julie indicated that the administration was pursuing operational cuts as well. Jim stated that about \$137,000.00 will come out of operating costs (printing, postage). There is a potential loss of 1-3 staff positions. Jim stated, however, that he could not indicate specific staff cuts at this time.

Jim asked that the Executive subcommittee meet on September 11 to discuss the budget narrative.

Other Business:

- 1. <u>Student Assistance Fund</u>--Barbara Martin explained that, due to some technical problems, the rule regarding the Student Assistance Fund, was not completed when last approved by the Board. Bernie Johnson, currently the Agency's Special Assistant Attorney General, said statutes give the Board authority to enact certain rules (regarding internal procedures) without having to go through the entire rulemaking process. He did recommend that another resolution be approved by the Board. Barbara McDonald read the resolution. It was moved and seconded to approve the resolution. Motion passed. Audrey then signed the resolution (copy attached).
- 2. <u>Metro ECSU Representation</u>--Jack Fena, Board member whose term expired in January, had been the Agency's representative to Metro ECSU. Since Jack is no longer on the Board, the Board must find a replacement for him as the Metro ECSU representative. This was referred to the Personnel subcommittee.
- 3. Complement Increase--Jim reported that the Board had statutory authority to increase the Agency's complement if an interchange employee could be replaced with a permanent state employee position costing less. Jim explained that Diane Thoreson, who had been the Agency's learning strategies consultant, had worked for the Agency on an interchange agreement and has been hired by the Mounds View district. Jane Mergy was hired to replace her. Jim recommended making the learning strategies consultant a permanent position, thus making the individual a state employee. The Agency's complement would have to then be increased by one. Jean moved to increase the complement by one. Ted seconded the motion. Motion passed.
- 4. <u>Independent Student Question</u>--Barbara Martin asked Kathleen McCartin, Director of Student Services, to explain this issue. Kathleen explained that this provision would allow students to be declared independent from their parents even if they could not be legally emancipated. If independent students were permitted, there would be implications on fees, dorm space, etc.

Barbara Sykora wondered if some parents might want to have their child declared independent to avoid paying dorm fees.

Kathleen responded that the Agency, with the assistance of the Attorney General's office, was drafting guidelines. These guidelines would enable the Agency to help students in genuine need while hopefully preventing parents from avoiding payment of fees.

Maureen asked if there would be liabilities by taking independent students. Kathleen stated there would be but the Agency was working with the Attorney General to address this issue.

Ted asked if the independent student question would have to go through the rulemaking process. Barbara Martin didn't believe so but would check.

Barbara Sykora inquired about the maximum fees parents were required to pay. Kathleen responded that the maximum dorm fee was \$850.00 but this did not include the damage deposit and some other fees.

5. <u>Student Request for Admission</u>--Barbara Martin reported that Bev DeVos, Coordinator of Admissions, had gotten a phone call from Deborah Yates regarding admission of Nathalie Schmid, a foreign exchange student from Switzerland. Ms. Yates was the guardian for the girl. Ms. Yates wanted Nathalie admitted to the Arts High School even though Bev informed her that the admissions deadline had passed.

Barbara Martin explained that the Board had the authority to change the deadline (which was February 1) but would have to then reopen the admissions process to **everyone**.

Maureen made a motion to send a letter to Ms. Yates, thanking her for her interest, but informing her that the Arts High School could not accept the student. The motion was seconded and passed.

6. <u>Miscellaneous</u>

- <u>New Logo</u>--Audrey asked if the logo was done. Jim stated that it was not quite ready.
- b. Appeal of Susan Eder.-Susan Eder, a music applicant, had filed an appeal when she was denied admission. At its May meeting, the Board recommended that a special review team be assembled, allowing Susan Eder to have a second review. The decision of this review team would be final. The review team consisted of Jim and Jonelle.

Audrey requested an update. Jim reported that Susan had been accepted.

It was moved and seconded to adjourn at 3:00 p.m. Motion passed.

Recorded by Barbara McDonald

"BE IT RESOLVED, THAT AUDREY EICKHOF, Chairperson of the Minnesota Center for Arts Education Board is hereby granted the authority and directed to sign and to give notice of the Board's intent to adopt policies regarding the establishment of a Student Assistance Fund pursuant to Minn. Stat. § 129C.10, Subd. 4a, which grants the Center the authority to make rules regarding the operation of the Center.

"The Board passed a similar motion on July 12, 1991 to enact a rule establishing a Student Assistance Fund. This resolution reaffirms the Board's action regarding the establishment of a Student Assistance Fund."

Audrey Eickhof, Chairperson

826/92

Date





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MEETING ANNOUNCEMENT

Board of Directors' Meeting
Minnesota Center for Arts Education

Wednesday, September 23, 1992

12:00 p.m.-1:00 p.m. (Finance)
12:30 p.m.-1:00 p.m. (Personnel)
1:00 p.m.-2:30 p.m. (Board)

6125 Olson Memorial Highway Golden Valley, MN 55422 (612) 591-4700

- 1. MINUTES/AGENDA
- 2. STUDENT PRESENTATION
- 3. FINANCE SUBCOMMITTEE REPORT
- 4. PERSONNEL SUBCOMMITTEE REPORT
- 5. EXECUTIVE SUBCOMMITTEE REPORT
- 6. ARTS HIGH SCHOOL REPORT
- 7. RESOURCE PROGRAMS REPORT
- 8. EXECUTIVE DIRECTOR'S REPORT
- 9. OTHER BUSINESS
- 10. ADJOURNMENT

APPROVED OCTOBER 28, 1992

BOARD MINUTES MINNESOTA CENTER FOR ARTS EDUCATION

Wednesday, September 23, 1992

The September 23, 1992, meeting of the Board of Directors for the Minnesota Center for Arts Education was held in the "Glass Box" of the Gaia Building, 6125 Olson Memorial Highway, Golden Valley, MN 55422.

The meeting was called to order by Chairperson Audrey Eickhof.

Present: Terry Anderson, Philip Brunelle, Ellen Doll, Audrey Eickhof, Sheila Livingston, Bill Richards, Maureen Shaver, Gloria Sneed, and Barbara Sykora. Representing the Agency were Sharon Jasa, Barbara Martin, Kathleen McCartin, Pam Paulson, Jim Undercofler, Mark Youngstrom and Barbara McDonald.

Absent: Jean Greener*, H. Theodore Grindal*, Jonelle Moore*, Patricia Surratt, and Steve Watson*.

MINUTES/AGENDA

Jim requested that Item 1, paragraph 3 under Executive Director's report (page 3) be changed. It read:

Jim asked if the Board felt this was the right way to go (making improvements to the current site, disposing of the St. Paul property, and selling the residential lots). If so, he would like to hire an architect for the proposed improvements.

He requested it be changed to:

Jim asked the Board if this was the right way to go and, if so, he would like to hire an architect to make the proposed improvements.

It was moved, seconded, and passed to make this correction.

Student Presentation:

Paetra Ruddy, a senior Literary Arts student, explained the writing process in the senior Literary Arts class. She also read some of her work. Kathleen mentioned that Paetra is one of three national merit semi-finalists from the school.

Finance Subcommittee:

Since Gloria was the only member of the Finance subcommittee present, she reported in Steve's absence.

^{*} Members who notified Agency they were unable to attend.

1. <u>Discipline-Based Arts Education (DBAE) Grant</u>--Gloria did not feel she could make a recommendation to approve this grant since there was not a quorom of the Finance members. Therefore, she was requesting action by the entire Board. Jim asked Pam to talk about the DBAE request.

Pam explained that DBAE's primary funding is from the Getty Foundation. The \$20,000.00, which DBAE is requesting from MCAE, would cover some of the costs of working directly with teachers. Evaluation costs would also be included.

Philip moved that the Board approve this grant. Gloria seconded the motion. Motion passed.

2. Magnet--Jim provided a synopsis of each site and what they were doing.

Site	Congressional District	Comments
Owatonna	1	Music and theater
Westbrook-Walnut Grove	2	All arts areas
Hopkins	3	Elementary; probably last year of funding
Vacant	4	
Minneapolis	5	Very successful
Elk River	6	Media and visual arts; 90 students
Thief River Falls	7	Only one with residential component; all arts except media arts and dance
Hibbing	8	Some problems but feel they are being addressed

Each site (except for Elk River) requested \$25,000.00. Elk River requested \$27,224.00 (\$2,224.00 more than the rest). Jim felt this was a reasonable request. He explained that the lead teacher had been diagnosed with cancer. Rana Nestrud, the coordinator for Elk River, took over some of this teacher's responsibilities. The Elk River school district will pay half of the costs of Rana's additional time if the Center will pay the other half.

It was moved and seconded to approve these amounts. Discussion followed.

Barb Sykora asked if the Magnet program was ongoing--does the Center fund a district for a few years until the program is "off the ground" and then give money to a new school in that Congressional District?

Jim responded that there are two goals of the Magnet program: (1) share the curriculum of the Arts High School; and, (2) reduce the number of residential students here by offering similar programs in students' home districts.

The motion passed. Bill Richards abstained from voting.

Board Meeting September 23, 1992 Page 3

Personnel Subcommittee:

Sheila reported that Ted had volunteered to be the Board's representative to the Metro Educational Cooperative Service Unit (ECSU). Ted will replace Jack Fena, whose Board term expired in January, 1992.

Executive Subcommittee:

Subcommittee members Ted and Jean met at Ted's offices at noon on September 11, 1992. Barbara Martin, Jim Undercofler, and Barbara McDonald, staff members of MCAE, were also in attendance. Audrey had conferred via telephone with Jim earlier that day. The purpose of the meeting was to review the proposed biennial budget.

Jim distributed handouts to the Board. He suggested that members study the documents on their own. Feedeback should be directed to him. An internal review will be done by the Governor's staff, who will then make recommendations on the final budget.

Audrey complimented Jim on the narrative portion of the budget. Jim stated that part of the credit should go to Barbara Martin, who also worked on the budget.

Arts High School Report:

Sharon Jasa provided an overview of a survey done on arts electives. The survey had been distributed to students.

Resource Programs:

Pam distributed the current issue of the Magnet newsletter, the Professional Opportunities Program (POP) brochure, the 1993 Minnesota Arts eXperience application, a calendar, and a brochure on the "Theory Into Practice" workshops which the Agency will host.

Executive Director's Report:

Jim reported that the school year had started off "great." The open house on Friday, September 18 was well attended. There were many positive comments.

Audrey added that she appreciated being able to meet the teachers at the reception following the August Board meeting.

Other Business:

- 1. <u>Rule Adoption</u>--Barbara Martin asked the Board to formally adopt the admissions rule. She added that the Agency had received no feedback on the proposed changes other than from a staff attorney who commended the Agency and the Board on its flexibility to change something that didn't seem to work.
 - Gloria moved to adopt the rule. Maureen seconded the motion. Motion passed.
- 2. <u>Independent Student</u>--Kathleen reported that she had not put together a written policy as planned. She felt it would be best to review each case individually.

Board Meeting September 23, 1992 Page 4

Barbara Martin added that the staff would have to monitor this process to determine if a written policy would become necessary.

Barbara Martin also asked for guidance on how to define a Minnesota "resident." Parents in border states, whose children are not eligible to apply at the Arts High School, may send their children to live with friends or relatives in Minnesota in order to meet the eligibility requirements. Some out-of-state parents have also expressed an interest in paying tuition so their children could attend. Barbara Martin had conferred with the Attorney General about this issue. The Attorney General stated that the Board would have to define "residency."

Barbara Sykora suggested charging very stiff tuition fees for non-Minnesota students. Phillip asked how the North Carolina School of the Arts addresses this issue. Jim responded that the North Carolina school is a regional school. Enrollment is not limited to residents of North Carolina. Jim will check on what the North Carolina school charges for room and board.

Maureen suggested adding a statement to the application that says the student must be currently enrolled in a Minnesota school.

3. <u>Meeting Dates</u>--Jim recommended not meeting in November. Finance, however, will meet on November 18 at noon to review the MAX approval process. The December meeting has been scheduled for December 16 instead of December 23, the normal meeting day.

It was moved and seconded to adjourn at 2:18 p.m. Motion passed.

Recorded by Barbara McDonald



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MEETING ANNOUNCEMENT

Board of Directors' Meeting
Minnesota Center for Arts Education

Wednesday, October 28, 1992 12:00 p.m.-1:00 p.m. (Finance) 1:00 p.m.-2:30 p.m. (Board)

6125 Olson Memorial Highway Golden Valley, MN 55422 (612) 591-4700

- 1. MINUTES/AGENDA
- 2. STUDENT PRESENTATION
- 3. FINANCE SUBCOMMITTEE REPORT
- 4. ARTS HIGH SCHOOL REPORT
- 5. RESOURCE PROGRAMS REPORT
- 6. EXECUTIVE DIRECTOR'S REPORT
- 7. OTHER BUSINESS
- 8. ADJOURNMENT

M418

REVISED

APPROVED AS CORRECTED DECEMBER 16. 1992

BOARD MINUTES

MINNESOTA CENTER FOR ARTS EDUCATION

Wednesday, October 28, 1992

The October 28, 1992, meeting of the Board of Directors for the Minnesota Center for Arts Education met in the "Glass Box" of the Gaia Building, 6125 Olson Memorial Highway, Golden Valley, MN 55422. Music students Matthew Crouch, Christel Kesler, Charlotte Krage, Kate Undercofler and Paul Wilkens played the first movement from the Schumann Quintet. After the presentation, the Board moved to Room 205.

The meeting was called to order by Chairperson Audrey Eickhof.

Present: Terry Anderson, Audrey Eickhof, Jean Greener, Sheila Livingston, Bill Richards, Gloria Sneed, Patricia Surratt, and Barbara Sykora. Representing the Agency were Bev DeVos, Sharon Jasa, Jim Marshall, Barbara Martin, Pam Paulson, Jim Undercofler, Mark Youngstrom and Barbara McDonald.

Absent: Philip Brunelle*, Ellen Doll*, H. Theodore Grindal*, Jonelle Moore*, Maureen Shaver*, and Steve Watson*.

MINUTES/AGENDA

It was moved and seconded to accept the September minutes as written. Motion passed.

Jim Undercofler requested the following corrections/additions to the agenda:

Arts High School Report

No report. Jim Marshall will give an overview of the Learning Resource Center.

Resource Programs

Arts Midwest request.

Executive Director's Report:

Letter from parent of a junior.

These additions were approved.

Finance Subcommittee:

Pat Surratt reported in the absence of Steve Watson, the subcommittee chair. The Agency has an unencumbered balance of about \$1,000,000.00. There is a carryover of \$19,000.00 from the last fiscal year. Of this amount, \$4,000.00 is earmarked for the Learning Resource Center; \$10,000.00 will fund the Professional Opportunities Program sponsored by the Resource Programs; and, \$5,000.00 will go to general administration.

Board Meeting October 28, 1992 Page 2

Pat said the Finance subcommittee was also recommending approval of the Scholastic Art Awards request for funding (\$10,000.00). Jim U. gave an overview of the program. He added that this would be the last year the organization would receive funding from MCAE. Pam stated that the future goals of the program were (1) finding funding to replace that from MCAE; and, (2) locating storage space for the art work.

Barb Sykora moved to accept the Finance report, including approval of the grant request. Motion was seconded and passed.

Resource Programs:

Pam distributed three handouts (list of grants/recipients and two reports on the Dance Education Initiative report [one by Judith Mirus and the other by Edmund Sass]).

- 1. <u>Dance Education Initiative (DEI)</u>-- Audrey asked if this was the last year of MCAE funding for the Dance Education Initiative. Pam responded that the Agency had not committed for a specific period of time--it was open-ended. For the next biennium funding has been reduced from \$180,000.00 to \$50,000.00.
- 2. <u>Arts Midwest</u>--The Resource Programs would like to submit a grant proposal to hire a "fellow" to help with the multicultural slide workshop. Jean moved that the Resource Programs submit the request to hire a fellow. Gloria seconded the motion. Motion passed.

Executive Director's Report:

- 1. <u>Biennial Budget</u>--Jim reported that on November 4 the Agency's budget will be reviewed by a team of two legislators and the Commissioner and staff from the Department of Finance. This team will review all the budgets submitted by the Executive branch of government. The budgets will then be forwarded to the Governor. Jim and Barbara will attend the meeting.
- 2. <u>Visitor from Congressman Ramstad's Office</u>--Congressman Ramstad had expressed interest in visiting the school. However, because of other commitments, he was not able to. Kathy Taylor, his aide, did visit with Jim and Barbara that morning (October 28).
 - Jim U. reported that effective January 1, 1993, MCAE will be in the fifth congressional district.

3. <u>Student Performances</u>

- a. <u>Play by Theater Students</u>--The "Italian Straw Hat" will be performed in the theater the week of October 26.
- b. <u>Senior Dance Class</u>--The senior dance class and the chamber orchestra will perform at Hennepin Center for the Arts the week of October 26.
- 4. <u>North Central Evaluation</u>--The self-study will begin next year. MCAE is considered a "special function school."

5. Letter from Parent of a Junior--Jim explained that a human sexuality class, consisting of five one-hour sessions, is offered at the beginning of the school year. Eva Holt, science instructor, and Mark Youngstrom, Director of General Studies, act as facilitators. Guest speakers present information on a variety of topics. At one of the sessions two guests from the Minnesota Youth in AIDS Project spoke about AIDS and discrimination.

This particular parent called Mark Youngstrom after this session. She met with him on Friday, October 23 and visited briefly with Jim U. She scheduled a lengthier visit with Jim U. on Friday, October 30. Jim's recommendation to the Board was that the matter be referred to the Controversial Issues committee, which has a procedure to deal with complaints. If the complainant is not satisfied with the outcome, the issue would then come before the Board.

Other Business:

1. Residency--Barbara Martin distributed a handout. She had contacted some other residential high schools about their costs and residency requirements. Barbara found that most schools define residency as the parents' residence. She suggested that the Agency adopt that definition, using the application deadline as the residency deadline. If the Agency wanted to require residency by the enrollment deadline, it might require a rule change. If the Agency used the application deadline for the residency deadline, no rule change would be necessary--only Board action.

Jean recommended that the issue of residency be referred to one of the committees. She added that there may be another way to serve students who cannot attend the school.

It was moved and seconded to accept Barbara Martin's recommended definition of "residency." Discussion followed. Bill asked if the residency date could be different than the application date. Barbara Martin responded that it possibly could be different but that, for the sake of consistency, they should be the same.

Motion passed.

Currently, if the parent moves during the school year, the student is allowed to finish the year. Residential students are allowed to stay in the dorm for free. However, this may become a problem in the future. If the Agency wanted to charge tuition, a statutory change would probably be required.

2. <u>Disposition of Quinlan Home</u>--The Department of Administration called a few weeks earlier and stated that someone was interested in the Quinlan Home. This person or organization wanted to remove the house from the property. Barbara asked the Board to adopt the following motion: Board Meeting October 28, 1992 Page 4

Pursuant to Minnesota Statutes 16B.24, subd. 3, the Board of the Minnesota Center for Arts Education authorizes the Executive Director to request that the Commissioner of Administration obtain approval of the chairs of the Senate Finance committee and House of Representatives Appropriations committee to proceed with the disposal of the Quinlan Home building. The Board further moves that the definition of "disposal" in this instance does not include "wreckage" or "demolition" and that "disposal" be accomplished at no cost to the Minnesota Center for Arts Education.

Bill so moved. Motion was seconded and passed.

3. <u>Student Assistance Fund</u>--Audrey mentioned that Jim had sent a letter to all Board members several weeks earlier, asking them to make a contribution to the Student Assistance Fund. Students who are in financial need can make application to receive funds to use for travel expenses for auditions, etc.

Overview of Learning Resource Center (LRC)

Mark Youngstrom introduced Jim Marshall, Media Specialist. Jim gave a brief slide presentation covering the philosophy, planning, high school resource services, access/outreach efforts, and the future. Immediately following the Board meeting, Jim will lead a tour of the LRC for interested Board members.

Meeting Dates

There will be no meeting in November. Finance, however, will meet on November 18 at noon to review the MAX approval process. The December meeting has been scheduled for December 16 instead of December 23, the normal meeting day.

It was moved and seconded to adjourn at 2:46 p.m. Motion passed.

Recorded by Barbara McDonald



MEETING ANNOUNCEMENT

Board of Directors' Meeting
Minnesota Center for Arts Education

Wednesday, December 16, 1992

12:00 p.m.-1:00 p.m. (Finance) 1:00 p.m.-2:30 p.m. (Board)

6125 Olson Memorial Highway Golden Valley, MN 55422 (612) 591-4700

- 1. MINUTES/AGENDA
- 2. STUDENT PRESENTATION
- 3. FINANCE SUBCOMMITTEE REPORT
- 4. ARTS HIGH SCHOOL REPORT
- 5. RESOURCE PROGRAMS REPORT
- 6. EXECUTIVE DIRECTOR'S REPORT
- 7. OTHER BUSINESS
- 8. ADJOURNMENT

THERE WILL NOT BE A BOARD MEETING IN NOVEMBER

6125 Olson Memorial Highway Golden Valley MN, 55422 612 591 4700 Fax 612 591 4747

BOARD MINUTES MINNESOTA CENTER FOR ARTS EDUCATION

Wednesday, December 16, 1992

The December 16, 1992, meeting of the Board of Directors for the Minnesota Center for Arts Education met in Room 205 of the Gaia Building, 6125 Olson Memorial Highway, Golden Valley, MN 55422. Ranee Ramaswamy, who had received a Professional Opportunities Grant (POP) from the Resource Programs, performed two east Indian dances.

The meeting was called to order by Chairperson Audrey Eickhof.

Present: Ellen Doll, Audrey Eickhof, Jean Greener, Bill Richards, Gloria Sneed, Patricia Surratt, Barbara Sykora, and Steve Watson. Representing the Agency were Sharon Jasa, Barbara Martin, Kathleen McCartin, Pam Paulson, Jim Undercofler, Mark Youngstrom and Barbara McDonald. Brian Flakne, new member who replaces Harry Sieben, was introduced.

Absent: Terry Anderson*, Philip Brunelle*, H. Theodore Grindal, Sheila Livingston*, Jonelle Moore*, and Maureen Shaver*.

MINUTES/AGENDA

Bill had two questions on the October minutes:

- 1. Under Resource Programs, the Dance Education Initiative (#1) was listed as being "open-ended" (referring to the Agency's funding commitment). Jim responded that the Agency's commitment had not been clearly defined.
- 2. Bill expressed concern about recording the name of the parent who had written to Jim U. about the human sexuality class (page 3, Item 5). He asked if the parent's name should be deleted since the minutes are considered a public document. After further discussion, it was decided to delete the parent's name to be in compliance with the Minnesota Data Practices Act.

It was moved and seconded to approve the minutes as corrected. Motion passed.

Finance Subcommittee:

Since Steve had not yet arrived, Gloria gave the report. The Finance subcommittee recommended that the Board approve 42 grants, totaling \$462,400.00, for the Resource Programs Minnesota Arts experience (MAX). Pat seconded the motion. Discussion followed.

^{*} Members who notified Agency they were unable to attend.

Board Meeting December 16, 1992 Page 2

Audrey asked Gloria for a synopsis of the applications. Gloria reported there were 67 applications with the highest number in theater and the fewest in dance. Programs were funded in all eight Congressional Districts. Pam added that about 1/3 of the requests were from new applicants.

Barb Sykora asked what criteria were used to deny applications. Jim responded that each year an evaluation is done (by an outside contractor) of the MAX programs. If a program receives a negative evaluation, the organization is apprised of that and is advised to make changes if it plans to submit an application the next cycle. If satisfactory changes are not incorporated in the application, the grant request could be denied.

A new component of MAX is the "partnership" program. This is a cooperative effort between the Center, a school district and the organization applying for the MAX grant. For 1993, one partnership application received funding. Film in the Cities is the applicant and the school district is Cold Spring-Rocori.

The motion to approve the recommended grant recipients was passed.

Arts High School Report:

Mark distributed a handout on the instructional selection policy. The policy has been in effect for some time. A few modifications, primarily on page 8, have been made. "C", student generated work, is new. Mark was asking for Board approval of the new language. Bill asked about the intent of the last sentence under "C"--he felt it was unclear and asked if more clarification was needed. Brian recommended that the Board be the final appeal authority. This issue was tabled until January.

Resource Programs:

Pam distributed some handouts. Since the MAX grants had already been discussed as part of Finance, Pam had nothing else to report.

Executive Director's Report:

Jim reported on the following:

- 1. <u>Confidential Student Issues</u>--Jim had authorized Mary Kay McCray, the school counselor, to implement a gay/lesbian counseling group. The group will be modeled after the one at Minneapolis South High School. This is an outgrowth of the wide ranging and extensive counseling services provided all students in the Arts High School program.
- 2. <u>Budget</u>--Jim and Barbara Martin had met with the Governor's staff and the Department of Finance on November 4 to review the Center's budget. Jim said he anticipates the Governor will approve the proposed budget.
- 3. <u>Site</u>--On Monday, December 14 an article in the <u>Minneapolis Star Tribune</u> featured the St. Paul site. The Department of Transportation is interested in extending Smith Avenue across the St. Paul site. The Quinlan Home, the only

remaining building on the property, is for sale for about \$1.00. A buyer, however, will have to move it to another location. Since the building is a brick duplex, moving costs would be high.

Barbara Martin and Jim had met with Senator Gene Merriam on Monday, December 14. They discussed the additional space needs of the Center. Senator Merriam anticipates a bonding bill will be introduced in 1994.

4. <u>Publicity</u>--Jim mentioned that the <u>Minneapolis Star Tribune</u> is considering two feature stories on the Arts High School. One would be a large spread on the Arts High School. Jim would like it to appear in January, prior to the application deadline of February 1.

Wally Kennedy, a staff member, is retiring in June. Jim is planning a "tribute" to Wally at the World Theater on May 11, 1993. Donations for the performance will be designated to a Wally Kennedy scholarship fund. Mary Abbe, a former student of Wally's, is a <u>Star Tribune</u> reporter and will print an article on Wally in March.

5. Admissions Review Teams--The reviews will occur in February and March. Jim distributed a handout listing the members of the respective teams (attached). The recommended sites for the reviews are St. Cloud, Golden Valley, and Mankato. St. Cloud replaces Bemidji. The major reason for this change is cost--the number of applicants who come to Bemidji is small and travel costs for the review teams are high. Jim added that the teams are a "phenomenal group." Jim asked for a motion to approve the teams and sites. Barbara Sykora moved to accept the teams and sites. Steve seconded the motion. Motion passed.

6. <u>Miscellaneous</u>

- a. <u>Meeting Times</u>--Steve mentioned that meetings scheduled mid-day are difficult for him to attend. He asked if it would be possible to hold meetings either early in the morning or late in the afternoon. Audrey suggested that this issue be deferred to the General Committee.
- b. <u>Nomination to General Committee</u>--Audrey nominated Brian Flakne to the General Committee. Steve moved that Audrey's nomination be accepted. Bill seconded the motion. Motion passed.

ADJOURNMENT

It was moved and seconded to adjourn at 2:25 p.m. Motion passed.

Recorded by Barbara McDonald

BOARD MINUTES MINNESOTA CENTER FOR ARTS EDUCATION

Wednesday, January 27, 1993

The January 27, 1993, meeting of the Board of Directors for the Minnesota Center for Arts Education met in Room 205 of the Gaia Building, 6125 Olson Memorial Highway, Golden Valley, MN 55422. Jim introduced Mary Harding, dance instructor, and Molly Hagen, dance student. Mary provided an overview of the dance program at the Arts High School. Molly described a piece she choreographed. A tape of a student recital was shown.

The meeting was called to order by Acting Chairperson Jonelle Moore.

Present: Terry Anderson, Ellen Doll, Brian Flakne, Jean Greener, Sheila Livingston, Jonelle Moore, Bill Richards, Maureen Shaver, Patricia Surratt, and Barbara Sykora. Representing the Agency were Barbara Martin, Pam Paulson, Jim Undercofler, Mark Youngstrom and Janice Schroer.

Absent: Philip Brunelle*, Audrey Eickhof*, H. Theodore Grindal*, Gloria Sneed* and Steve Watson*.

Jim introduced Susan Rotile, Minnesota Alliance for Arts Education, as a guest.

MINUTES/AGENDA

It was moved and seconded to accept the December minutes as written. Motion passed.

Finance Subcommittee:

The Agency has a balance of \$846,717.00. Jim informed the Board that the legislative auditors are currently reviewing the Agency's records. An audit report will be available in late spring or early summer.

In response to a question on internal financial systems, Jim responded that legislative auditors review the Agency's records every 2-2.5 years. The Departments of Finance, Administration, and Employee Relations, all part of the executive branch, oversee the operations of the Agency. Internal reviews are done. Purchase orders are checked by the directors and then by the Deputy Director. The Agency cannot encumber funds beyond what have been allocated to it. Any renovations planned are supervised by the Department of Administration.

^{*} Members who notified Agency they were unable to attend.

General Subcommittee:

Jean reported that the group had met earlier that day. She presented a synopsis of the discussion. Issues were site, space evaluation, school mission (and how close the Agency is/is not to the mission). Recommendations of the subcommittee were to (1) evaluate how well the school is meeting the mission; and, (2) accumulate information regarding long-range plans for the school.

Jean recommended hiring an outside evaluator who would work with the staff. The goal would be to prepare an evaluation plan for discussion at the June Board meeting.

Questions were asked about the purpose and benefits of doing this. Jean responded that it would help the Board know why the Agency is going in the direction it is and would then provide guidance in moving forward. Since an outside consultant would be used, the information would be fairly objective.

Funding would come from the Agency's General Administration budget. Jim estimated it would cost under \$5,000.00 to hire a consultant and up to \$5,000.00 for implementation. Clerical work could be done in-house.

Jean moved to empower Jim Undercofler to find an evaluator and to spend up to \$10,000.00 to make strategic plans for the future. Ellen seconded the motion.

Terry suggested Jerry Allen, who teaches creativity and team building, as a possible evaluator. Maureen asked if general assumptions/guidelines would be given to the evaluator. Jean responded that the evaluator would get a copy of the mission statement.

The exact details of this process, including timeline, will be addressed at the next meeting.

The motion passed.

Arts High School Report:

Mark distributed the final revised copy of the instructional materials policy. Terry moved that the policy be adopted as revised. Motion was second and passed.

Resource Programs:

Pam distributed a brochure on the "Theory into Practice" (TIP) workshops. She invited all Board members to attend. Information on the Professional Opportunities Program (POP) and interdisciplinary programs was also provided. Four applications in the latest POP cycle were funded. Pam reported that the interdisciplinary workshop was successful. There were 42 participants. A handout on the Magnet program was also distributed.

Jim U., Nancy Engen-Wedin (Resource Programs Associate) and Pam will travel to Cold Spring to provide assistance for the MAX (Minnesota Arts eXperience) grant that was approved.

Board Meeting January 27, 1993 Page 3

The Resource Programs is sponsoring a leadership retreat on March 18 and 19. Resource Programs is inviting key people who have made a strong commitment to the arts.

Executive Director's Report:

Jim recognized the directors for their incredible work the past few months in handling problems very well.

- 1. <u>Political News</u>--The Governor will recommend a reduction of \$203,000.00 in the Agency's budget.
 - Jim and Barbara Martin attended the Education committee hearing on January 25. The Agency appeared to have support from committee members. The hearing was positive with no surprises.
- 2. <u>Admissions</u>--Jim reported that the number of applications received, to date, is 10-15% higher than the same time last year. Many come in on the deadline date, which is February 1. Ninety percent of applicants apply based on the recommendation of past students.

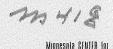
Other Business:

A new Board list (names and addresses) was distributed.

<u>ADJOURNMENT</u>

It was moved and seconded to adjourn at 2:12 p.m. Motion passed.

Recorded by Janice Schroer Transcribed by Barbara McDonald





MEETING ANNOUNCEMENT

Board of Directors' Meeting Minnesota Center for Arts Education

Wednesday, February 24, 1993
12:00 p.m.-1:00 p.m. (Finance Subcommittee)
1:00 p.m.-2:30 p.m. (Full Board)

6125 Olson Memorial Highway Golden Valley MN, 55422 612 591 4700 Fax 612 591 4747

6125 Olson Memorial Highway Golden Valley, MN 55422 (612) 591-4700

- 1. MINUTES/AGENDA
- 2. STUDENT PRESENTATION
- 3. FINANCE SUBCOMMITTEE REPORT
- 4. PERSONNEL SUBCOMMITTEE REPORT
- 5. ARTS HIGH SCHOOL REPORT
- 6. RESOURCE PROGRAMS REPORT
- 7. EXECUTIVE DIRECTOR'S REPORT
- 8. OTHER BUSINESS
- 9. ADJOURNMENT

APPROVED MARCH 24, 1993

BOARD MINUTES MINNESOTA CENTER FOR ARTS EDUCATION

Wednesday, February 24, 1993

The February 24, 1993, meeting of the Board of Directors for the Minnesota Center for Arts Education met in the "Glass Box" of the Gaia Building, 6125 Olson Memorial Highway, Golden Valley, MN 55422. Three theater students (Stephanie Perry, Noel Dahl, and Dresden Jones) performed a scene from a play written by student Ann Donnay and directed by student Bree Steckman. Students Dennis Whipple (costume designer) and Toby Stevens (sound operator) were also acknowledged. Teachers Barbara Morin and Steve Dimenna explained the assignment given to their classes that produced this particular piece of work.

Following the performance, the meeting was moved to Room 205. It was called to order at 1:24 p.m. by Chairperson Audrey Eickhof.

Present: Ellen Doll, Audrey Eickhof, Sheila Livingston, Maureen Shaver, Patricia Surratt, Barbara Sykora, and Steve Watson. Representing the Agency were Barbara Martin, Kathleen McCartin, Pam Paulson, Jim Undercofler, Mark Youngstrom and Barbara McDonald.

Absent: Terry Anderson*, Philip Brunelle*, Brian Flakne*, Jean Greener, Jonelle Moore*, Bill Richards*, and Gloria Sneed*.

MINUTES/AGENDA

It was moved and seconded to accept the January minutes as written. Motion passed.

Finance Subcommittee:

Steve reported that there were no unusual findings in the financial reports. He recommended approval. Pat seconded the motion. Motion passed.

Steve also reported that the legislative auditors are on-site and finishing up six weeks of reviewing the Agency's records. The three auditors are doing a "full scope" audit. Barbara Martin added that at the conclusion of their review the auditors will have an exit interview with staff. The interview will highlight both strengths and weaknesses that the auditors found. The Agency then has a chance to respond to the report. Barbara Martin stated that thus far the auditors seemed to be primarily concerned with technical/procedural issues.

Personnel Subcommittee:

Sheila reported that she and Maureen had met with Jim after the last Board meeting. She distributed a handout which explained how those under the Managerial Plan could get credit for prior employment in other public agencies. Credit for previous service can

^{*} Members who notified Agency they were unable to attend.

Board Meeting December 16, 1992 Page 2

result in increased vacation accrual. Sheila explained that the Board, as Jim's appointing authority, can recognize Jim's previous work in Connecticut.

Maureen asked if there were any restrictions on the use of vacation. Jim responded that there was none for management. The faculty, however, is restricted on when they can use vacation. Jim explained that those under the Managerial Plan can also convert some of their vacation time to deferred compensation.

Maureen moved that the Board give Jim Undercofler credit for 15 years of service in Connecticut. Ellen seconded the motion. Discussion followed.

Sheila stated that this is a good policy for recognizing people's contributions in education and is a tool in attracting good people.

The motion passed.

Arts High School Report:

Kathleen distributed and reviewed a handout on admissions for the 1993-94 school year. She stated that the turnout for the information days was great. To compensate for attrition, 155-160 students will be accepted for the next year with a final number of 145 anticipated. There is a huge increase in the number of applicants for music and dance. Jim said the numbers are very exciting and will allow the school to get closer to the original target numbers in each area. The minority population in the school is currently 10%.

Sheila thought the article in the Star Tribune was "wonderful."

Jim distributed a handout on the proposed final review team and asked the Board for approval. Steve so moved. Motion was seconded and passed.

Resource Programs:

Pam introduced Jess Clairmont, who will be working with Resource Programs for the next four months via a fellowship program. Jess has been the Business/Events Coordinator for United Tribes Technical College and Director of the United Tribes Cultural Arts Program in Bismarck, North Dakota for the past 14 years.

Pam distributed a number of handouts and reviewed each of them. She reported that some of the Magnet teachers and students visited the Center on February 18. Pam also updated the Board on the Dance Education Initiative by highlighting the experiences at some of the participating schools. The "Multicultural Reader," an outgrowth of the 1992 multicultural conference, was being mailed to all the conference participants.

Executive Director's Report:

Jim reported on the following:

Proposed Survey--A handout was distributed. Jim reviewed the proposal which
was put together by Linda Emerick and Karen Rogers. The proposal was to
address three questions. Jim reviewed these and then explained the process that
would be used to gather the information. A questionnaire will be mailed to all

parents of students, past and present. Focus groups will also be held, three in greater Minnesota and one in the outer metro area.

After reviewing the information with the Board, Jim asked if the Agency was on the right track.

Maureen was concerned that legislators would not be consulted. Jim and Barbara Martin will put together a list of selected legislators to survey.

Steve expressed caution about the question on boarding students being too "either-or."

Jim will move ahead with the proposal.

2. Fees--Barbara Martin explained that the previous "food" fee was going to be replaced by a \$950.00 annual "residential" fee which would be used to defray the state's \$3,000.00 cost/student of running the entire residential program--not just the food service. There will be no exemptions to this fee granted, other than those generated by requests from families who incomes qualify them under the federal free/reduced lunch program guidelines for reduced residential rates.

Steve moved to accept the proposed fee schedule. Barbara Sykora seconded the motion. Motion passed.

3. <u>Meeting Times</u>--Jim had gotten input from various Board members about meeting times. Many felt 1:00 p.m., the middle of the day, made it difficult for them to attend. Jim suggested a 3:00 p.m. meeting time and asked the Board for feedback.

Maureen asked how this would affect the outstate members. Jim replied that Bill Richards and Terry Anderson had no problem with a 3:00 p.m. time. Audrey stated that it would limit her somewhat but she could work around it.

The 3:00 p.m. meeting time will go into effect in April.

4. <u>Resignation of Ted Grindal</u>--Jim reported that Ted had resigned, citing difficulty in getting to meetings. A vacancy notice has been forwarded to the Secretary of State's Open Appointments Office.

Ted was the Agency's representative on the Metro ECSU Board. Since Ted resigned, a new member will have to be appointed. This was tabled until the next meeting.

5. <u>Miscellaneous</u>--Jim read a letter from Tom Kanthak, dance instructor. Tom expressed his thanks for his professional development opportunities.

ADJOURNMENT

It was moved and seconded to adjourn at 2:40 p.m. Motion passed.



MEETING ANNOUNCEMENT

Board of Directors' Meeting
Minnesota Center for Arts Education

Wednesday, April 28, 1993

2:00 p.m.-3:00 p.m. (Finance Subcommittee) 3:00 p.m.-4:30 p.m. (Full Board) 6125 Olson Memorial Highway Golden Valley MN, 55422 6125914700 Fax 6125914747

6125 Olson Memorial Highway Golden Valley, MN 55422 (612) 591-4700

- 1. MINUTES/AGENDA
- 2. STUDENT PRESENTATION
- 3. FINANCE SUBCOMMITTEE REPORT
- 4. PERSONNEL SUBCOMMITTEE REPORT
- 5. ARTS HIGH SCHOOL REPORT
- 6. RESOURCE PROGRAMS REPORT
- 7. EXECUTIVE DIRECTOR'S REPORT
- 8. OTHER BUSINESS
- 9. ADJOURNMENT

BEGINNING IN APRIL, THE REGULAR BOARD MEETING WILL BEGIN AT 3:00 P.M.; FINANCE WILL CONVENE AT 2:00 P.M.



MEETING ANNOUNCEMENT

Board of Directors' Meeting
Minnesota Center for Arts Education

Wednesday, March 24, 1993
12:00 p.m.-1:00 p.m. (Finance Subcommittee)
1:00 p.m.-2:30 p.m. (Full Board)

6125 Olson Memorial Highway Golden Valley MN, 55422 612 591 4700 Fax 612 591 4747

6125 Olson Memorial Highway Golden Valley, MN 55422 (612) 591-4700

- 1. MINUTES/AGENDA
- 2. STUDENT PRESENTATION
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- 7. EXECUTIVE DIRECTOR'S REPORT
- 8. OTHER BUSINESS
- 9. ADJOURNMENT

BEGINNING IN APRIL, THE REGULAR BOARD MEETING WILL BEGIN AT 3:00 P.M.; FINANCE WILL CONVENE AT 2:00 P.M.

APPROVED APRIL 28, 1993

BOARD MINUTES MINNESOTA CENTER FOR ARTS EDUCATION

Wednesday, March 24, 1993

The March 24, 1993, meeting of the Board of Directors for the Minnesota Center for Arts Education convened in Room 205 of the Gaia Building, 6125 Olson Memorial Highway, Golden Valley, MN 55422. The meeting was called to order at 1:08 p.m. by Chairperson Audrey Eickhof.

Present: Terry Anderson, Ellen Doll, Audrey Eickhof, Brian Flakne, Jonelle Moore, Bill Richards, Patricia Surratt, Gloria Sneed, and Barbara Sykora. Representing the Agency were Bev DeVos, Sharon Jasa, Barbara Martin, Kathleen McCartin, Pam Paulson, Jim Undercofler, Stephanie Wright, Mark Youngstrom and Barbara McDonald.

Absent: Philip Brunelle*, Jean Greener, Sheila Livingston, Maureen Shaver*, and Steve Watson*.

MINUTES/AGENDA

It was moved and seconded to accept the February minutes as written. Motion passed.

Finance Subcommittee:

Pat, in Steve's absence, gave the Finance report. She stated that everything seemed to be okay on the financial reports. Bob Raiolo, the Agency's new accountant, had generated a report which showed percents. This had been requested at the previous meeting. The Agency currently has a balance of \$513,175.

Barbara Martin reported that the legislative auditors had completed their review of the Agency's records. They will be returning the week of April 5 to have an "exit interview" with staff. They will then issue their final report.

Arts High School Report:

1. <u>Proposed Schedule</u>--Mark distributed and reviewed a copy of the proposed schedule. Consistency is the key. Classes will start at the same time each day. On Fridays, classes will end at 2:15 p.m. Lunch will be expanded by 15 minutes.

Brian asked why there wasn't a mandatory study hall for residential students with students "working their way out." Mark responded that a supervised evening study hall had been implemented a few weeks earlier. However, this is not mandatory for all students.

^{*} Members who notified Agency they were unable to attend.

- 2. <u>Conference</u>--Kathleen stated the Arts High School is hosting a conference for residential schools April 2-3. About 15-20 participants are expected.
- 3. <u>Application Deadline--Jim stated that after the Arts High School article appeared in the Minneapolis Star Tribune many people claimed they had not heard of the school (even though all the school districts in the state receive information materials each fall). The article was published after the February 1 admissions deadline. However, Jim asked the Board to consider reopening applications with the deadline for receipt of applications (NOT postmark) as April 1, 4:00 p.m.</u>

Terry moved to extend the deadline for receipt of applications to 4:00 p.m., April 1. Gloria seconded the motion. Discussion followed.

Jonelle asked if the Agency might not receive negative feedback from students who applied by the first deadline and weren't accepted. Jim acknowledged that was a possibility.

The motion passed.

Audrey recommended the Agency consider other methods of publicizing the school; she felt school districts couldn't be relied upon to disseminate this information. Terry suggested mailing the information to the school board chair. Bill felt that school counselors were the most reliable in sharing this information with students.

Resource Programs:

Pam distributed two issues of the <u>Magnetwork</u> bulletin. She reported on the partnership that the Resource Programs had entered into with Metro ECSU and Cold Spring-Rocori school district.

On March 25, Pam and Judith Mirus (Dance Education Initiative consultant) will be traveling to Washington, D.C. to give a presentation on the DEI. Pam distributed copies of the dance curriculum guide, which is also available on computer.

Pam reported on the Riverwood conference. Jim added that it was a wonderful two days. The conference brought together arts educators and school administrators. The group brainstormed on how to get art into the public schools.

Executive Director's Report:

- 1. <u>Arts High School Survey</u>--On April 8, Karen Rogers and Linda Emerick will conduct the first of four focus groups. This is part of the Arts High School survey commissioned by the Board.
- 2. <u>Legislative Update</u>--Rep. Jim Tunheim, whose daughter is a senior at the school, had introduced a bill in the House to move the governance of the Arts High School to the State Board of Education. All outreach programs (Magnet, Artist-Mentor, Resource Programs, etc.) would remain under purview of the Agency's Board. Prognosis of the bill is unknown at this time.

Board Meeting March 24, 1993 Page 3

Jim U. reported that the Agency has good support from both parties in the Legislature. He also announced that Audrey had been reappointed and that Steve Watson was being replaced by John Kim. The Governor has two more appointments to make.

- 3. <u>Graduation Outcomes</u>--Joan Wallin, Minnesota Department of Education, had met with Jim and Sharon Jasa. The purpose of the meeting was to solicit the Agency's help in rewriting the state's graduation outcomes. Jim distributed a handout with the suggested outcomes.
- 4. <u>Student Letter</u>--Jim reported that an arts school student had appeared before the House Judiciary Committee and sent copies of the testimony to various legislators. The testimony contained many unfounded allegations about things occurring at the school. Jim and Barbara Martin had visited various legislators to answer their questions about the allegations. The student, who did not lodge a complaint through formal channels, has withdrawn from school. Mark had met with the student body to reiterate the policies available to students who had complaints about materials, controversial issues, or behaviors.
- 5. <u>Miscellaneous</u>--The ECSU appointment was tabled until the next meeting.

Jim reported that three students (one '92 grad; two '93 grads) had been accepted at Massachusetts Institute of Technology.

<u>ADJOURNMENT</u>

It was moved and seconded to adjourn at 2:22 p.m. Motion passed.

Recorded by Barbara McDonald

APPROVED MAY 26, 1993

BOARD MINUTES MINNESOTA CENTER FOR ARTS EDUCATION

Wednesday, April 28, 1993

The April 28, 1993, meeting of the Board of Directors for the Minnesota Center for Arts Education convened in Room 205 of the Gaia Building, 6125 Olson Memorial Highway, Golden Valley, MN 55422. The meeting was called to order at 3:08 p.m. by Acting Chairperson Jean Greener.

Present: Jean Greener, Sheila Livingston, Patricia Surratt, and Barbara Sykora. Representing the Agency were Sharon Jasa, Barbara Martin, Kathleen McCartin, Pam Paulson, Jim Undercofler, Mark Youngstrom, and Barbara McDonald. New member John Kim, who replaces Steve Watson, was introduced.

Absent: Terry Anderson, Philip Brunelle, Ellen Doll*, Audrey Eickhof*, Brian Flakne, Jonelle Moore*, Bill Richards*, Maureen Shaver*, and Gloria Sneed*.

MINUTES/AGENDA

Approval of the agenda was moved by Pat and seconded by Sheila. Motion passed.

It was moved and seconded to accept the March minutes as written. Motion passed.

Finance Subcommittee:

Pat reported on the Finance meeting. Everything looks "okay" financially. The Agency has a balance of \$356,682.00 for the rest of the fiscal year (June 30).

Jean suggested that John attend the next Finance meeting.

Presentation:

Pam showed a video which depicted three MAX programs from 1992. The video was shot by Rich Shelton.

Arts High School Report:

Jim reported that labor relations with the faculty were good. The Meet and Confer group (representing the teachers) had elected four representatives. Meetings are held about every three weeks. The representatives meet with Jim and Barbara Martin. Some of the issues discussed thus far have been teacher evaluations, communications, and the calendar.

^{*} Members who notified Agency they were unable to attend.

Resource Programs:

Pam distributed several handouts. Two of the handouts were about the Advisory Task Force, an existing council which gives advice to the Resource Programs, and a Leadership Task Force. The latter currently is an informal group that has been meeting all year. Pam wanted to make this a "formal" group to acknowledge the participants and to enable them to receive payment for travel expenses.

Pam explained that the Board needs to approve the continuation of the Advisory Task Force and the formation of the Leadership Task Force. The information will then be published in the <u>State Register</u>. A slate of potential members is put together from the applicants and is presented to the Board for final approval. Pam anticipated that the list of applicants should be ready this summer.

Jean asked how the Board would be updated on the activities of the task forces. Jim responded that reports would be made to the Board.

Because there was not a quorum, the Board could not approve the formation of the Task Forces. This will have to be done at the May Board meeting.

Executive Director's Report:

1. <u>Admissions</u>--Jim reported that 149 juniors and five seniors had been accepted for the next school year. He stated that it's a "wonderful" group. Thus far, he has received four appeals and anticipates that one will probably make it to the Board.

Jean asked how many applications came in after the first deadline. Jim replied 30.

Pat inquired about college entrances for graduates. Kathleen stated that she had no figures for the 1993 graduates. However, 86% of the 1992 graduates had been accepted at colleges. Two from the class of 1993 have been accepted at Massachusetts Institute of Technology; however, neither will be attending.

2. <u>Department of Education Proposal</u>--Jim distributed a handout on graduation outcomes. The Legislature will allocate money to the Department to implement a new graduation rule. This money will be awarded to different school districts/organizations who submit a proposal. The Department had asked the Agency to consider writing all the assessments for the six outcomes as they relate to arts education. The Agency may receive up to \$100,000.00 annually for two years.

Jim needs the approval of the Board in order to move forward on this. The application has already been submitted to the Department. A letter of support from the Board must also be included.

Barb Sykora moved that the Agency participate in the graduation outcomes proposed by the Department of Education. John Kim seconded the motion. Discussion followed.

Jean asked what would be done with the information gathered from this project. Jim replied that it will be used in discussions to create the assessments for the graduation rule.

The motion passed.

3. Artist-Mentor Program -- This was tabled until the next meeting.

4. Legislative Session

A. <u>House</u>--Jim reported that the House bill includes the Governor's recommendation (\$4,850,000.00) plus \$45,000.00 for salary increases. Some new language would allow a parent to appeal an academic dispute to the State Board of Education after an appeal to the Agency's Board.

Jim reported that the House bill is fairly straightforward and manageable.

B. <u>Senate</u>--The Senate bill gives the Agency an allocation of \$4,700,000.00. The Comprehensive Arts Planning Program (CAPP) would be moved from the Department of Education to the Agency. The Agency would run the program with no additional funds for personnel costs. Currently, the Department of Education is responsible for the art and music curriculum. Under the Senate bill, this would be transferred to the Agency with no increased funds for personnel costs.

Should program cuts become necessary, 60% would come out of the school's budget and 40% out of Resource Programs.

The PASS program is funded at approximately \$500,000.00 per year.

- 5. <u>Article in St. Paul Pioneer Press by Nancy Livingston</u>--Some parents of students accepted for the next school year called for reassurance. Many calls of support have been received.
- 6. <u>Arts High School Survey</u>--Barb Sykora asked for an update. Jim reported that the last focus group was that afternoon. A report should be ready by the May Board meeting.

Other Business:

The Personnel subcommittee will have to meet to fill committee vacancies. Jim and Sheila will work on this.

ADJOURNMENT

It was moved and seconded to adjourn at 4:34 p.m. Motion passed.



MEETING ANNOUNCEMENT

Board of Directors' Meeting Minnesota Center for Arts Education

Wednesday, May 26, 1993

1:00 p.m.-3:00 p.m. (General Subcommittee)
2:00 p.m.-3:00 p.m. (Finance Subcommittee)
3:00 p.m.-4:30 p.m. (Full Board)

6125 Olson Memorial Highway Golden Valley MN, 55422 612 591 4700 Fax 612 591 4747

6125 Olson Memorial Highway Golden Valley, MN 55422 (612) 591-4700

- 1. MINUTES/AGENDA
- 2. FINANCE SUBCOMMITTEE REPORT
- 3. PERSONNEL SUBCOMMITTEE REPORT
- 4. GENERAL SUBCOMMITTEE REPORT
- 5. EXECUTIVE DIRECTOR'S REPORT
- 6. OTHER BUSINESS
- 7. ADJOURNMENT

BOARD MINUTES MINNESOTA CENTER FOR ARTS EDUCATION

Wednesday, May 26, 1993

The May 26, 1993, meeting of the Board of Directors for the Minnesota Center for Arts Education convened in Room 205 of the Gaia Building, 6125 Olson Memorial Highway, Golden Valley, MN 55422. The meeting was called to order at 3:10 p.m. by Chairperson Audrey Eickhof.

Present: Terry Anderson, Philip Brunelle, Ellen Doll, Audrey Eickhof, Jean Greener, John Kim, Bill Richards, Maureen Shaver, Gloria Sneed, Patricia Surratt, and Barbara Sykora. Representing the Agency were Jesse Clairmont, Bev DeVos, Sharon Jasa, Barbara Martin, Kathleen McCartin, Pam Paulson, Jim Undercofler, Mark Youngstrom, and Barbara McDonald.

Absent: Brian Flakne, Sheila Livingston, and Jonelle Moore.

MINUTES/AGENDA

There was one change to the agenda: the Executive Director's report will be the last order of business before adjourning. The agenda, as revised, was approved.

It was moved and seconded to accept the April minutes as written. Motion passed.

Finance Subcommittee:

Pat reported on the Finance meeting. The Agency currently has a balance of \$129,000.00. She stated there was some confusion about receipts and the way they used to be processed. Barbara Martin explained that a new reporting system would be in place July 1.

Gloria expressed concern about safeguards about possible misappropriation of funds. Jim explained that all receipts are dedicated for defined purposes. Jean added that there had to be a certain level of trust of management staff by members of the Board.

Since the Finance members did not have time to discuss the Artist-Mentor grants during the Finance meeting, Jim gave the report. The Artist-Mentor program has been funded for six years. It identifies artistically motivated 9th-12th graders and pairs them with an artist-mentor for a maximum of 24 hours. Currently, the program is facilitated by four Regional Development Councils (RDC's), all in the northern part of the state. The request for the next fiscal year is \$13,750.00/RDC.

Bill asked if the number of students was the same in each RDC. [Yes.] Maureen inquired as to why only the northern part of the state is represented. [The Intent is to eventually

^{*} Members who notified Agency they were unable to attend.

expand the program statewide, possibly rotating regions. The current administrative structure in the four RDC's is very good and other areas of the state don't seem to be ready yet.] Pat asked how the program was evaluated. [The RDC's do their own evaluation. The Agency sends observers as well.]

Jim explained that the Artist-Mentor program has had two impacts on the Arts High School: (1) it identifies potential students for the Arts High School; and (2) some potential Arts High School students may decide not to apply if their needs are being met by their home district.

Terry moved to approve the grant request. Gloria seconded the motion. Motion passed.

Personnel Subcommittee:

Jim requested postponing the report since Sheila Livingston, the chair, had not yet arrived.

General Subcommittee:

1. Arts High School Survey--Bill reported and distributed a summary of the Arts High School survey done by Karen Rogers and Linda Emerick. Jim stated that two methods were used to gather data: a questionnaire was mailed to all parents of current and former students; and four focus groups were held in various parts of the state. Jim said that in time the number of residential students will probably be reduced because potential students' needs will be met through the Artist-Mentor and Magnet programs. One of the questions the General subcommittee wanted answered was "Are we meeting our mission?" Based on the survey results, Jim felt we were.

Gloria asked if any attempt had been made to survey former students. [No. Students were not participants in the survey.]

Bill stated that the bottom line question is "What does this mean for the future of the program?" Phil inquired about how other states assess their arts high schools. Maureen wondered about the staff's reaction to me survey. Audrey asked if Linda and/or Karen would be able to give a presentation to the Board. Jim will see if they would be available.

2. <u>Site</u>--Bill reported that the St. Paul site is currently being leased for parking. The subcommittee wanted the Board's approval to (1) allow the Department of Administration to dispose of the St. Paul site; and (2) authorize Jim to prepare a bonding package of \$5-\$10 million for remodeling the current site.

Maureen asked who owned the St. Paul site. [The Agency does via the Department of Administration.] The Labor Interpretive Center (LIC) wants to build on the St. Paul land and may ask the state for funds. The state could then decide to take the property from the Agency and give it to LIC.

Jim added that the Board's "official" position is, and has been, that St. Paul is the Agency's permanent site.

Board Meeting May 26, 1993 Page 3

Barb Sykora wondered if there was anything usable on the St. Paul site? [No.] Based on that, is it reasonable to think we can get money for new construction? [No.]

Philip stated that the intent of having a school in an urban setting was to provide easy access for students to cultural events. According to Philip, St. Paul currently does not have much culturally. Consequently, he feels the school would be better situated in downtown Minneapolis because of the variety of arts activities available. However, since building or renovating in Minneapolis does not appear to be feasible, Philip prefers the Golden Valley site to one in St. Paul.

Bill moved to make the St. Paul site available for sale since building new there is unlikely. Terry seconded the motion. Motion passed.

Bill moved to authorize Jim to prepare a bonding package of \$5-\$10 million. Maureen asked how the cost estimate was derived. Jim explained that this is what seems feasible. Costs include renovation of two empty buildings to a dorm for boys and a recreational facility. Jean seconded the motion. Motion passed.

Other Business:

The appeals of two applicants (Melissa Whiteman and Travis Hunt) to the Arts High School were reviewed. Both students appeared before the Board and stated why they felt the original decisions by the Final Review Team should be reversed. The Board voted to overturn both decisions of the Final Review Team with the stipulation that Melissa Whiteman have all required credits completed prior to the start of the next school year.

[The appeals discussion was closed to the public.]

ADJOURNMENT

It was moved and seconded to adjourn at 5:10 p.m. Motion passed.

Recorded by Barbara McDonald



MEETING ANNOUNCEMENT

Board of Directors' Meeting
Minnesota Center for Arts Education

Wednesday, June 23, 1993

2:00 p.m.-3:00 p.m. (Executive Subcommittee) 2:00 p.m.-3:00 p.m. (Finance Subcommittee) 3:00 p.m.-4:30 p.m. (Full Board) 6125 Olson Memorial Highway Golden Valley MN, 55422 612 591 4700 Fax 612 591 4747

6125 Olson Memorial Highway Golden Valley, MN 55422 (612) 591-4700

- 1. MINUTES/AGENDA
- 2. FINANCE SUBCOMMITTEE REPORT
- 3. PERSONNEL SUBCOMMITTEE REPORT
- 4. EXECUTIVE SUBCOMMITTEE REPORT
- 5. ARTS HIGH SCHOOL REPORT
- 6. RESOURCE PROGRAMS REPORT
- 7. EXECUTIVE DIRECTOR'S REPORT
- 8. OTHER BUSINESS
- 9. ADJOURNMENT

APPROVED JULY 21, 1993

BOARD MINUTES MINNESOTA CENTER FOR ARTS EDUCATION

Wednesday, June 23, 1993

The June 23, 1993, meeting of the Board of Directors for the Minnesota Center for Arts Education convened in Room 205 of the Gaia Building, 6125 Olson Memorial Highway, Golden Valley, MN 55422. The meeting was called to order at 3:08 p.m. by Chairperson Audrey Eickhof.

Present: Terry Anderson, Ellen Doll, Audrey Eickhof, Jean Greener, John Kim, Jonelle Moore, Maureen Shaver, and Patricia Surratt. New member Gail Mitchell was introduced. Representing the Agency were Sharon Jasa, Barbara Martin, Kathleen McCartin, Bob Raiolo, Jim Undercofler, and Barbara McDonald.

Absent: Philip Brunelle*, Brian Flakne, Sheila Livingston*, Bill Richards*, Gloria Sneed*, and Barbara Sykora*.

MINUTES/AGENDA

It was moved and seconded to accept the May minutes as written. Motion passed.

Finance Subcommittee:

Pat reported that the Agency that morning had a balance of \$91,000.00. Audrey asked about the new report that will be generated, beginning July 1. Bob provided an explanation.

The Comprehensive Arts Planning Program grants were reviewed. Jim explained that the Center had been directed by the legislature to fund and oversee the CAPP program. CAPP, which was formerly run by the Minnesota Department of Education with assistance from the Minnesota Alliance for Arts in Education (MAAE), aids districts in K-12 arts planning. Twenty-six grants of \$1,400.00 will be awarded to various school districts.

Terry moved to approve the CAPP grant request. Motion was seconded. Discussion followed.

John Kim asked what the Center's function in this program was. Jim responded that the Center would provide technical assistance. Gale expressed concern about the Board having no review or input on what districts receive the grants. Jim noted that the Center, through its Resource Programs Director, has had input in the past along with the Minnesota Department of Education, MAAE and State Arts Board. Now that the Center's Board has responsibility for the program, he agreed that the Board should have a formal review role.

^{*} Members who notified Agency they were unable to attend.

Board Meeting June 23, 1993 Page 2

The motion to approve the CAPP grants passed.

Maureen requested that a list of all grant requests approved by the Board be prepared and distributed.

Personnel Subcommittee:

Jim reported in Sheila's absence. The subcommittee was making the following recommendations for subcommittee assignments:

Person	Subcommittee	
John Kim	Finance	
Pat Surratt	Finance Chair	
Ellen Doll	Personnel (from General)	
Maureen Shaver	Personnel Chair	

Maureen made a motion to accept the subcommittee assignments. Motion was seconded and passed.

Executive Subcommittee:

Audrey reported that the Executive subcommittee reviewed the appeal of Tim Meyer. Audrey explained that it had been a difficult process for the subcommittee because there are currently no guidelines for ruling on appeals. However, one of the recommendations of the Executive subcommittee was to form an appeals subcommittee to develop criteria for processing formal appeals.

Jim added that in the future, appeals should only be upheld (Final Review Team decision overturned) in extreme circumstances.

Terry expressed concern about overturning decisions of the Final Review Team. He felt that the Board was setting a dangerous precedent.

Maureen added that the members of the proposed appeals subcommittee could sit in on the Final Review Team process so they would have an understanding of it.

Kathleen added that staff who have information on appealing students should be allowed to have input at some point in the formal appeal process. During the previous appeals to the Board, the staff was not given the opportunity to speak. Kathleen stated that the information presented to the Board by the appellants was not accurate.

The recommendation of the Executive subcommittee was to accept Tim Meyer as a junior. A motion was so made, seconded, and passed.

Audrey asked Terry if he would be willing to chair the proposed appeals subcommittee. Terry accepted. Other subcommittee members selected were Gale Mitchell and Jonelle Moore. Jim will appoint Agency staff to participate, as needed.

Board Meeting June 23, 1993 Page 3

Arts High School Report:

Sharon Jasa distributed a handout on outcomes and gave a brief summary of what had been done to date.

Resource Programs:

Since Pam was absent, there was no report.

Executive Director's Report:

A handout of the FY94 budget was distributed.

Jim reported that there were some organizational changes that would become effective July 1. Sharon Jasa, currently Director of Arts Studies, would become Director of Research and Development; Mark Youngstrom, currently Director of General Studies, would become supervisor of all faculty; and, Student Services, headed by Kathleen McCartin, would now oversee special education.

There were no reductions in the Resource Programs budget although it was originally thought there would be. The Magnet and Artist-Mentor programs, currently run out of the Executive Director's office, will be assigned to the Resource Programs. The Agency's administrative budget was cut 23%. Salary increases (step increases) will be \$40,000.00 if contract negotiations allow them to go forward next fiscal year.

Pat asked if an outline of the Agency's programs could be produced. Jim will have this available at the next meeting.

Audrey asked for a motion to approve the budget as outlined by Jim. Maureen so moved. Jonelle seconded the motion. Motion passed.

Other Business:

Jonelle, who is on the Professional Opportunities Programs (POP) review team, suggested that POP recipients be asked to give a presentation at future Board meetings.

ADJOURNMENT

It was moved and seconded to adjourn at 4:28 p.m. Motion passed.



MEETING ANNOUNCEMENT

Board of Directors' Meeting
Minnesota Center for Arts Education

Wednesday, August 25, 1993

1:00 p.m.-3:00 p.m. (Appeals Subcommittee) 2:00 p.m.-3:00 p.m. (Finance Subcommittee) 3:00 p.m.-4:30 p.m. (Full Board)

> 6125 Olson Memorial Highway Golden Valley, MN 55422 (612) 591-4700

- 1. MINUTES/AGENDA
- 2. FINANCE SUBCOMMITTEE REPORT
- 3. PERSONNEL SUBCOMMITTEE REPORT
- 4. RESOURCE PROGRAMS REPORT
- 5. EXECUTIVE DIRECTOR'S REPORT
- 6. OTHER BUSINESS
- 7. ADJOURNMENT

6125 Olson Memorial Highway Golden Valley MN, 55422 6125914700 Fax 6125914747



REVISED MEETING ANNOUNCEMENT

Board of Directors' Meeting
Minnesota Center for Arts Education

CORRECT DATE: Wednesday, July 21, 1993 2:00 p.m.-3:00 p.m. (Finance Subcommittee) 3:00 p.m.-4:30 p.m. (Full Board) 6125 Olson Memorial Highway Golden Valley MN, 55422 612 591 4700 Fax 612 591 4747

6125 Olson Memorial Highway Golden Valley, MN 55422 (612) 591-4700

- 1. MINUTES/AGENDA
- 2. FINANCE SUBCOMMITTEE REPORT
- 3. PERSONNEL SUBCOMMITTEE REPORT
- 4. RESOURCE PROGRAMS REPORT
- 5. EXECUTIVE DIRECTOR'S REPORT
- 6. OTHER BUSINESS
- 7. ADJOURNMENT

APPROVED AUGUST 25, 1993

BOARD MINUTES MINNESOTA CENTER FOR ARTS EDUCATION

Wednesday, July 21, 1993

The July 21, 1993, meeting of the Board of Directors for the Minnesota Center for Arts Education convened in Room 205 of the Gaia Building, 6125 Olson Memorial Highway, Golden Valley, MN 55422. The meeting was called to order at 3:15 p.m. by Chairperson Audrey Eickhof.

Present: Ellen Doll, Audrey Eickhof, Gale Mitchell, Maureen Shaver, Gloria Sneed, Patricia Surratt, and Barbara Sykora. Representing the Agency were Barbara Martin, Pam Paulson, Jim Undercofler, and Barbara McDonald.

Absent: Terry Anderson*, Philip Brunelle*, Brian Flakne*, Jean Greener*, John Kim*, Jonelle Moore*, and Sheila Livingston*.

MINUTES/AGENDA

It was moved and seconded to accept the June minutes as written. Motion passed.

Finance Subcommittee:

Pat reported that there was \$300.00 remaining in the FY 93 general fund. For FY 94 there is approximately \$4,853,000.00.

Approval of the Magnet grants was tabled until the August meeting because there was not a quorum present.

Personnel Subcommittee:

Maureen reported that Jim Undercofler was requesting funds for staff development. Each year \$47,000.00 is budgeted for the Agency's staff development. Jim hasn't used any staff development money in the past. He was requesting \$2,380.00 over the next two years. This money would be used to pay for continuing education fees dating back to 1977. Jim had completed all coursework toward his Ph.D. and only had his dissertation to write when he decided to take a break in 1977.

He is interested in completing his Ph.D. In order to be reaccepted into the program, he must pay the continuing education fees back to 1977 (\$220.00/year). Jim will pay any future fees. The focus of his dissertation would be identifying students with talent, particularly undeveloped talent. Jim wants to establish test validity on admissions data. He plans to work with Joe Renzulli, who is nationally known for his work in gifted education. This project will probably take three years.

Maureen moved to approve Jim's request of \$2,380.00 for staff development. Barbara Sykora seconded the motion. Motion passed. Since a quorum was not present, this

^{*} Members who notified Agency they were unable to attend.

approval can only be considered a recommendation; formal approval will be tabled until the August meeting.

Resource Programs:

Dance Education Initiative (DEI)--Pam distributed a handout on the Dance Education Initiative evaluation. She stated that it was very favorable. New sites will be sought for FY 95. At Maureen's request, Pam provided a history of the DEI. Pat asked how the legislature determined the funding. The legislature provides the Agency with a lump sum, which the Center then distributes as it deems appropriate. Each site submits a proposed budget at the beginning of the fiscal year. The amount requested by each site is considered when the distribution of funds is made.

Maureen asked how many people are aware of the Resource Programs. Jim responded that in the educational community, the Resource Programs is well known and supported. However, the general public is probably not aware of it.

Magnet Programs--Letters will be sent to all but one site, asking them to submit proposals for the next year. Jim stated that one Magnet site (Hibbing) has not been successful for a variety of reasons. The summer 1992 program only had eight students. Jim and Wally Kennedy, former Magnet coordinator, had then advised Hibbing to plan a program for the 1992-93 school year. Hibbing did not do so. Instead, another summer institute was held in 1993 with five students attending. Consequently, Jim does not plan to ask Hibbing for a proposal for FY 94. Jim would like to write a letter to Hibbing, stating that he will not recommend funding for its Magnet program for the next fiscal year. The Board concurred with Jim's sentiments.

Executive Director:

1. Bonding Request--Jim reported that the Agency's bonding request had been submitted to the Governor. A total of 13 projects are planned, with three considered major. The amount of money requested is \$7,415,000.00. The large projects include conversion of two remaining dorms into a boys' dormitory and a recreation center. A 40,000 sq. ft. wing is planned for the main building. This wing would be for the Resource Programs, classrooms, and expansion of the Learning Resource Center.

A scoring system will be used to determine what gets funded. The Center <u>may</u> have an idea by the September Board meeting on preliminary approval of its request.

2. <u>Half-Day Retreat</u>--The suggested date is September 29. Jim asked for recommendations on how to construct the time. One thought was to run it through the dinner hour, starting at 3:00 p.m. and ending at 7:00 p.m.

ADJOURNMENT

It was moved and seconded to adjourn at 4:10 p.m. Motion passed.



MEETING ANNOUNCEMENT

Board of Directors' Meeting Minnesota Center for Arts Education

Wednesday, July 28, 1993

2:00 p.m.-3:00 p.m. (Finance Subcommittee) 3:00 p.m.-4:30 p.m. (Full Board)

6125 Olson Memorial Highway Golden Valley MN, 55422 612 591 4700 Fax 612 591 4747

6125 Olson Memorial Highway Golden Valley, MN 55422 (612) 591-4700

- 1. MINUTES/AGENDA
- 2. FINANCE SUBCOMMITTEE REPORT
- 3. PERSONNEL SUBCOMMITTEE REPORT
- 4. RESOURCE PROGRAMS REPORT
- 5. EXECUTIVE DIRECTOR'S REPORT
- 6. OTHER BUSINESS
- 7. ADJOURNMENT

APPROVED SEPTEMBER 29, 1993

BOARD MINUTES MINNESOTA CENTER FOR ARTS EDUCATION

Wednesday, August 25, 1993

The August 25, 1993, meeting of the Board of Directors for the Minnesota Center for Arts Education convened in Room 205 of the Gaia Building, 6125 Olson Memorial Highway, Golden Valley, MN 55422. The meeting was called to order at 3:13 p.m. by Chairperson Audrey Eickhof.

Present: Terry Anderson, Philip Brunelle, Ellen Doll, Audrey Eickhof, Jean Greener, John Kim, Sheila Livingston, Jonelle Moore, Maureen Shaver, Gloria Sneed, Patricia Surratt, and Barbara Sykora. Representing the Agency were Barbara Martin, Kathleen McCartin, Pam Paulson, Jim Undercofler, Stephanie Wright, and Barbara McDonald.

Absent: Brian Flakne* and Gale Mitchell*.

MINUTES/AGENDA

It was moved and seconded to accept the July minutes as written. Motion passed.

Since the Finance subcommittee had not yet arrived, its report was deferred.

Personnel Subcommittee:

At the July meeting the subcommittee had made a recommendation to approve Jim Undercofler's staff development request. Since a quorum was not present at that meeting, a vote could not be taken so the request was tabled until the August meeting. Maureen reviewed what had been discussed at the previous meeting.

Maureen moved to approve Jim's staff development plan for \$2,200.00 over the next two years. Barb Sykora seconded the motion. Audrey asked if there was any discussion or questions. Motion passed with one dissension (Gloria Sneed).

Finance Subcommittee:

Pat reported that the Agency had a balance of \$2,197,203.00. Bob Raiolo, the Agency's accounting officer, had reviewed a series of new reports at the Finance meeting.

The subcommittee did not review the Magnet grant proposals. Jim distributed a memo from Resources Programs. Maureen asked what "magnet" meant. Pam explained that there are many different uses but the Agency's magnet schools are considered regional schools, based on Congressional District. Proposals were received from Elk River, Minneapolis (North), Owatonna, Thief River Falls, and Westbrook-Walnut Grove. Hopkins planned to submit its proposal in September.

Resource Programs plans to hire a new person to coordinate the Magnet programs.

^{*} Members who notified Agency they were unable to attend.

Board Meeting August 25, 1993 Page 2

Gloria asked if there had ever been a Magnet school in St. Paul and if not, why? Jim responded that there never has been a St. Paul Magnet school because the Agency has never received any applications from St. Paul. Gloria wanted to know (1) what the Agency has done to reach out to St. Paul; and (2) how many students who have attended, or will be attending, the Arts High School are from St. Paul? Jim had talked with the St. Paul Public Schools on two different occasions in an effort to get them to submit proposals. Jim responded that he could not answer Gloria's second question immediately but would get a list for her.

Sheila inquired if the Board members could play any role in the Magnet programs. Jim responded in the affirmative. He added that Terry had mentioned a couple of districts in Congressional District 8 (which presently doesn't have a Magnet school since Hibbing was not refunded) that might be interested in applying.

However, Terry cautioned that unless a district makes a strong commitment to the Magnet program, it will fail.

Philip asked how much money had been allocated for the year. [\$200,000.00]

Terry moved that the Agency approve five grants, totaling \$141,000.00. Ellen seconded the motion. Discussion followed.

John asked which Agency staff would be involved in reviewing new applications. According to Pam the following would review proposals: Barbara Martin, Jim Undercofler, Mark Youngstrom, the new Resource Programs person, two Board members, two Advisory Task Force members and Pam.

Motion passed with one dissenting vote (Gloria Sneed).

Resource Programs:

Pam requested Board approval for the two Task Forces that had been discussed at the July meeting. Maureen asked what authority allowed the Agency to create these. According to Jim, the original Resource Programs Advisory Council was created by statute. Later a statute was passed which dissolved councils. The Board under its authority in 129C.10, Subd. 3(i) then formed a task force to advise Pam. Members of the task forces only receive travel reimbursement. The Advisory Task Force was still short three members.

Barb Sykora wondered if the Agency solicited applications. Pam responded that many of the applications were received from individuals with whom the Agency has contact. However, the application notice was also published in the <u>State Register</u>.

Maureen moved to accept the proposed rosters for the two task forces (Advisory and Leadership). Ellen seconded the motion. Motion passed.

Board Meeting August 25, 1993 Page 3

Executive Director:

Jim announced the appointment of Hope Annexstad from Congressional District 2. She replaces Bill Richards. Jim read a letter he had received from Bill.

Jim reported on the following:

- 1. Staff was focused on the upcoming school year.
- 2. The Agency is involved in a self-study for the North Central Association.
- 3. The Minnesota Department of Education had awarded the Agency \$75,000.00 to work on the new graduation rule. The Agency is an assessment pilot site for the six graduation outcomes. The Agency is not working on the 25 content outcomes.

Audrey asked Terry to provide a synopsis of the Appeals subcommittee's meeting held earlier that day. According to Terry, the group had reviewed the appeals process point-by-point to see where and when the Board should intervene. Jim will draft a bylaw to make the Appeals subcommittee a standing subcommittee.

Audrey reported that Jonelle felt the burden of proof should be on the **student** when making an appeal--the student has to prove that the Final Review Team made the wrong decision.

Kathleen reported that all three students who appealed their denial of placement as juniors were planning to attend for the 1993-94 school year.

Barb Sykora asked if any students at the Arts High School "fail." Jim responded that the new readmission rule for juniors allows the Agency to deny entrance to juniors who are performing below standards at the end of their junior year (six were not invited back for the 1993-94 school year). Kathleen added that some don't have enough credits their senior year to graduate.

The September meeting/retreat was discussed. Gloria wanted to look at where students have chosen to go to school since graduation. She stated that she was disappointed in the list of schools at which the 1993 graduates were accepted.

ADJOURNMENT

It was moved and seconded to adjourn at 4:06 p.m. Motion passed.



MEETING ANNOUNCEMENT

Board of Directors' Meeting Minnesota Center for Arts Education

Wednesday, September 29, 1993 3:00 p.m.-7:00 p.m. (Full Board) 6125 Olson Memorial Highway Golden Valley MN, 55422 6125914700 Fax 6125914747

6125 Olson Memorial Highway Golden Valley, MN 55422 (612) 591-4700

- 1. <u>3:00-4:15 p.m.</u>: Historical outline of the Center followed by a discussion with students.
- 2. 4:15-4:45 p.m.: Reception with faculty.
- 3. <u>4:45-6:15 p.m.</u>: The Board will meet with the administration to discuss future-oriented issues.
- 4. <u>6:15-7:00 p.m.</u>: Board members will dine with members of the Parents Advisory Committee.
- 5. 7:00 p.m.: Tour of the dormitory and other buildings will be offered.

BOARD MINUTES MINNESOTA CENTER FOR ARTS EDUCATION

Wednesday, September 29, 1993

The September 29, 1993, meeting of the Board of Directors for the Minnesota Center for Arts Education convened in the "Glass Box" of the Gaia Building, 6125 Olson Memorial Highway, Golden Valley, MN 55422. Since this was a Board "retreat," the regular format for meetings was dispensed.

Present: Terry Anderson, Philip Brunelle, Ellen Doll, Audrey Eickhof, Jean Greener, John Kim, Sheila Livingston, Gale Mitchell, Jonelle Moore, Maureen Shaver, Patricia Surratt, and Barbara Sykora. Representing the Agency were Barbara Martin, Kathleen McCartin, Pam Paulson, Jim Undercofler, Stephanie Wright, Mark Youngstrom, and Barbara McDonald. New Board member, Hope Annexstad, was introduced.

Absent: Brian Flakne* and Gloria Sneed*.

The group met from 3:00 p.m.-7:00 p.m. according to the following schedule:

- 1. <u>3:00-4:15 p.m.</u>: Historical outline of the Center followed by a discussion with students.
- 2. 4:15-4:45 p.m.: Reception/discussion with faculty.
- 3. <u>4:45-6:15 p.m.</u>: The Board met with the administration to discuss future-oriented issues.

Jim distributed and reviewed a fact sheet. He explained that the teachers moved up a step each year, usually at a rate of 5% annually. The teachers at the Center have a slightly different contract than teachers in a regular school district. The Center's teachers work 8.5 hours/day (8 hours work, .5 hour lunch), which is more than teachers in a typical school. Teachers here spend four hours teaching. The remaining four hours are for help sessions (two hours), prep time (one hour) and other responsibilities (one hour). Most of the Center's teachers are on an 11-month contract.

A shortfall of \$50,000.00 annually is anticipated after this biennium. In order to offset this, the Center may have to consider external funding sources such as contracts for services with other agencies.

The following suggestions were made:

- a. <u>Design a Proposal to Submit to the Legislature</u>--Gale stated that the Center appeared to have some lead time to prepare for the expected shortfall. He advised the Center to design a proposal and present it to the Legislature in hopes of "cutting a deal." Maureen, however, felt that even
- * Members who notified Agency they were unable to attend.

with a dedicated funding source this would be problematic. The composition of the legislature changes from session to session so the Center would be continuously dealing with a different group of people. Consequently, there would be no guarantee that the Center could maintain a certain level of funding. Maureen stated that the Center has to continuously develop its "champions" in the legislature. Terry felt that since the Center was still a relatively new agency that it might become the pet project of some legislators and, consequently, get increased funds. Maureen, however, felt that there still was a stigma attached to the Center as a project of the previous administration.

- b. <u>Raise Fees</u>--Jim stated the next 3-4 years could be used for "light" fundraising (i.e., raising dorm fees). He felt, however, that the Center was vulnerable in the residential program (in terms of what fees could be charged). About 15% of the student body qualifies for free/reduced lunch and, consequently, get free/reduced fees for the dorm. Dorm costs per student are \$3,200.00-\$3,300.00 annually.
- c. <u>Reduce Teacher Pay Periods</u>--Jim stated that the Center may have to reduce the number of periods the teachers are paid from 24 to 22. However, he expressed concern that this would destroy the trust level between the union and administration.
- d. <u>Grants</u>--Maureen asked about large, long-term grants. Jim stated those would have to be obtained via Resource Programs. Pam explained that the Resource Programs was considering applying for a grant from the Pew Foundation. Philip stated that the Pew Foundation will only provide funding for a maximum of three years.
- e. Space Rental--Sheila wondered if the Center could rent some of its space during the summer when the students weren't here. Jim responded that the lack of air conditioning made the buildings questionable for rental. Philip asked if private funds could be dedicated to providing air conditioning. Jim stated that the Center had the authority to accept gifts so that would not be a problem. If the Center rented space, contractual issues would come into play because some of the seasonal staff would have to be called back. One of the dorms could be converted to an office condominium and rented to arts organizations.
- f. Accept Students from Other States--Jim stated that another option for increasing revenue was to allow out-of-state students to attend and charge \$10,000.00-\$12,000.00 in fees/student. Currently, the Center does not have the authority to allow nonresidents to attend. If this could be changed, Jim felt the number would be limited to 5%-10% of the student body. Minnesota students would be given preference for admissions but any unfilled spots could be given to nonresidents.
- g. <u>Create a Foundation</u>--Terry felt the Center should consider setting up a foundation.

h. Raise Private Monies to Fund Teacher Positions--Maureen felt the problem was in salary, not program, costs and wondered if the Center could raise private funds for teacher positions (i.e., like U of M chairs). Barb Sykora stated that there would be a great deal of pressure each year to maintain the funding.

Jean stated that since the Center is a public agency/school that we shouldn't have to request private funds--there should be enough public support to fund it entirely from state monies.

Maureen felt more discussion was needed on private fundraising. She expressed concern about it.

Philip suggested organizing a meeting with 5-6 local foundations--not to solicit funds but for brainstorming. Sheila suggested contacting the Blandin Foundation.

- 4. <u>6:15-7:00 p.m.</u>: Board members dined with members of the Parents Advisory Committee.
- 5. 7:00 p.m.: Tour of the dormitory and other buildings was offered.



MEETING ANNOUNCEMENT

Board of Directors' Meeting
Minnesota Center for Arts Education

Wednesday, October 27, 1993 2:00 p.m.-3:00 p.m. (Finance Subcommittee) 3:00 p.m.-4:30 p.m. (Full Board) 6125 Olson Memorial Highway Golden Valley MN, 55422 612 591 4700 Fax 612 591 4747

6125 Olson Memorial Highway Golden Valley, MN 55422 (612) 591-4700

- 1. MINUTES/AGENDA
- 2. FINANCE SUBCOMMITTEE REPORT
- 3. ARTS HIGH SCHOOL REPORT
- 4. RESOURCE PROGRAMS REPORT
- 5. EXECUTIVE DIRECTOR'S REPORT
- 6. OTHER BUSINESS
- 7. ADJOURNMENT

BOARD MINUTES MINNESOTA CENTER FOR ARTS EDUCATION

Wednesday, October 27, 1993

The October 27, 1993, meeting of the Board of Directors for the Minnesota Center for Arts Education convened in Room 205 of the Gaia Building, 6125 Olson Memorial Highway, Golden Valley, MN 55422. The meeting was called to order at 3:15 p.m. by Chairperson Audrey Eickhof.

Present: Hope Annexstad, Philip Brunelle, Ellen Doll, Audrey Eickhof, Jean Greener, John Kim, and Barbara Sykora. Representing the Agency were Barbara Martin, Kathleen McCartin, Pam Paulson, Jim Undercofler, Mark Youngstrom, and Barbara McDonald.

Absent: Terry Anderson*, Brian Flakne, Sheila Livingston*, Gale Mitchell, Jonelle Moore*, Maureen Shaver*, Gloria Sneed, Patricia Surratt*.

MINUTES/AGENDA

It was moved and seconded to accept the September minutes as written. Motion passed.

Finance Subcommittee:

- Finance Report--John gave the report since Pat was absent. He stated that a new financial report was now available. Barb Sykora asked if the full Board could get a copy of the new document. Barbara Martin said yes. Audrey asked for a motion to accept the financial report. Barb Sykora so moved; Hope seconded. The recommendation passed.
- 2. Magnet Grant--John stated that the Hopkins school district was asking for a Magnet grant of \$10,000.00. He asked Pam to provide a synopsis of the request. Pam stated that Resource Programs was recommending funding of \$5,000.00. She stated that two items, totaling \$4,400.00, for Dance Education Initiative support were inappropriate and, consequently, would be eliminated from the request. Hopkins would be asked to trim an additional \$600.00 from the budget.

Audrey asked for a motion to accept the Hopkins grant request at the level of funding recommended by the Resource Programs. John so moved; Ellen seconded. The recommendation passed.

MAX Partnership Grant--John asked Pam to provide some background on this program. Pam explained that in FY93 a new component of the Minnesota Arts eXperience (MAX) program--a "partnership"--was developed. This involved the Agency, a public school, and a third organization. Participating teachers earn graduate credit through Hamline University. The first program was a collaboration between the Agency, Rocori Public Schools, and Film in the Cities. Film in the Cities recently dissolved.

^{*} Members who notified Agency they were unable to attend.

Pam explained that the Agency wanted to grant \$20,000.00 directly to the school since Film in the Cities no longer exists. She added that part of the money granted to Film in the Cities last year would be returned to the Agency. Kris Sorensen, who had worked for Film in the Cities and had coordinated the program last year, was hired by the Agency as a contractor. She will continue to coordinate the partnership.

John recommended approval of the grant; Ellen seconded; recommendation passed.

Arts High School Report

Mark and Kathleen had not yet arrived from another meeting. Audrey had previously requested that two Arts High School items be added to the agenda. These were (1) more choices in classes; and (2) need for physical education.

Jim addressed both issues.

- 1. More Choices in Classes--Juniors are not allowed to take more than one art area. A few select seniors are allowed to add a second art area. Seniors can also do independent projects which might incorporate more than one art area. Jim stated that part of the rationale for limiting students' choices is that they really need to focus on one art area. Philip concurred. He felt that if students were interested in pursuing careers as professional artists, they really needed to be strong in one area rather than somewhat knowledgeable in several areas.
- 2. Need for Physical Education--Jim stated that there is a problem with residential students needing an outlet for physical energy, particularly during the winter. Physical education is not a requirement, however, for 11th and 12th graders. During the last school year, Kathleen McCartin convened a Student Health and Wellness committee. The students stated that they needed a "drop-in" place where they could go when they had 45-60 minutes of free time between classes. Jim said he would keep the Board updated on this issue.

Resource Programs:

There were four nominations for the Task Force which needed approval. These were Paula Nelson (Duluth), Ernie Whiteman (St. Paul), Elaine Owens (Worthington), and Mary Dalbotten (Minnesota Department of Education). Philip made a recommendation that the Board accept these names. Barb Sykora seconded the recommendation. Recommendation passed.

Pam distributed handouts on the Magnet Request for Proposal, MAX, and Professional Opportunities Program (POP). Jim talked about the Magnet program. The Agency envisions the outstate schools as being "satellites" of the Arts High School. Many outstate students who might be interested in attending the Arts High School would instead go to the Magnet school in their area. Some satellite schools may even offer a residential program.

Since the Arts High School is in the metro area, there would be no need for "satellite" schools here. Consequently, the metro Magnet schools would have to offer a different program.

Executive Director:

- 1. <u>Legislative Audit</u>--Jim reviewed the findings and how the Agency responded to each.
 - a. Finding #1--The center has no formal policy or process to monitor conflicts of interest for Board members, employees, contractors and grantees. This concern was based on a conflict of interest (i.e., Board members who belong to organizations that receive grant money from the Center) and family members of staff who are hired by the Agency. The Center has begun the process of developing a formal and comprehensive conflict of interest policy which will be adopted by the Board prior to its approval of the Minnesota Arts experience (MAX) summer grants in December, 1993.
 - b. <u>Finding #2-</u> -Two center faculty inappropriately claimed state wages while conducting workshops and receiving compensation from other organizations. This was investigated and the employees' vacation accruals were adjusted accordingly.
 - c. <u>Finding #3-</u> -The center has not adequately controlled funds granted to local organizations. Grants staff have developed and implemented measures to strengthen the oversight and compliance functions noted in the cases cited by the audit.
 - d. <u>Finding #4-</u> -The Center needs to strengthen controls over professional and technical services contracts. Corrective actions have been taken to address the specific instances cited.
 - e. <u>Finding #5--The Center lacks adequate accounting information to control student funds.</u> All of the suggested recommendations were implemented as of July 1, 1993.
 - f. <u>Finding #6--The center does not adequately control imprest</u> cash for student activities. All of the corrective actions recommended in the report have been taken.
 - g. <u>Finding #7--Center staff do not confirm sales receipts and do not review the propriety of salary charges.</u> Tom Carlson, Coordinator of Student Services, and Bob Raiolo, Accounting Officer, now have responsibility for these tasks.
 - h. <u>Finding #8--</u>The payroll system does not properly reflect faculty release time. All faculty have been informed that they have to distinguish between professional development or training from regular hours worked on their timesheets.

i. <u>Finding #9--The Center routinely pays premium overtime</u>
to the administrative secretary. Jim stated that the workload is
heavy and much of it revolves around confidential issues which are not
easily or appropriately delegated to other staff. Consequently, the payment of overtime is not unreasonable.

Other Business:

Jim distributed an organization table of the Agency.

- 1. <u>Amendment to Bylaws Regarding an Appeals Subcommittee</u>--This will be voted on at the next meeting.
- 2. Referral to Executive Subcommittee of Conflict of Interest Policy Development--Jim distributed conflict of interest policies from the Minnesota State Arts Board and the State University System. These will be used to formulate a conflict of interest policy for the Center which will be voted on at or before the December meeting.
- 3. Referral to General Subcommittee of Long Range Funding Discussion/Plan--This was not discussed.

The Executive subcommittee should meet before the November meeting.

<u>ADJOURNMENT</u>

It was moved and seconded to adjourn at 4:27 p.m. Motion passed.



MEETING ANNOUNCEMENT

Board of Directors' Meeting
Minnesota Center for Arts Education

TUESDAY, November 23, 1993

(change in date)

2:00 p.m.-3:00 p.m. (Finance Subcommittee)
2:00 p.m.-3:00 p.m. (Executive Subcommittee)
3:00 p.m.-4:30 p.m. (Full Board)

6125 Olson Memorial Highway Golden Valley MN, 55422 6125914700 Fax 6125914747

6125 Olson Memorial Highway Golden Valley, MN 55422 (612) 591-4700

- 1. MINUTES/AGENDA
- 2. FINANCE SUBCOMMITTEE REPORT
- 3. EXECUTIVE SUBCOMMITTEE REPORT
- 4. ARTS HIGH SCHOOL REPORT
- 5. RESOURCE PROGRAMS REPORT
- 6. EXECUTIVE DIRECTOR'S REPORT
- 7. OTHER BUSINESS
- 8. ADJOURNMENT

BOARD MINUTES MINNESOTA CENTER FOR ARTS EDUCATION

Tuesday, November 23, 1993

The November 23, 1993, meeting of the Board of Directors for the Minnesota Center for Arts Education convened in Room 205 of the Gaia Building, 6125 Olson Memorial Highway, Golden Valley, MN 55422. The meeting was called to order at 3:08 p.m. by Chairperson Audrey Eickhof.

Present: Terry Anderson, Hope Annexstad, Audrey Eickhof, Jean Greener, John Kim, Sheila Livingston, Gale Mitchell, Jonelle Moore, and Patricia Surratt. Representing the Agency were Barbara Martin, Pam Paulson, Jim Undercofler, Stephanie Wright, Mark Youngstrom, and Barbara McDonald.

Absent: Philip Brunelle*, Ellen Doll*, Brian Flakne, Maureen Shaver*, Gloria Sneed, and Barbara Sykora*.

MINUTES/AGENDA

It was moved and seconded to accept the October minutes as written. Motion passed.

Executive Subcommittee:

Jonelle reported that the group had reviewed the conflict of interest statements of the Minnesota State Arts Board and the State University Board to draft a conflict of interest policy for the Center. The policy, when implemented, would also extend to Board members' activities for two years prior to appointment. Possible conflicts would have to be declared annually. Those required to report would be Board members, Advisory Task Force members, and Center staff.

Arts High School Report

Mark asked how many Board members had heard of the North Central Association. He explained that the Center is currently conducting a "self-study" as part of the accreditation cycle. Karen Rogers and Linda Emerick, two consultants, are conducting focus groups of parents and students. Mark will continue to update the Board on the North Central activities.

Finance Subcommittee:

This had been moved, at Pat's request, from its original order in the agenda. Two handouts were distributed and reviewed. Gale asked if fees "roll over." Barbara Martin responded that they did. John stated that the Finance group was gearing up to review the Minnesota Arts experience proposals submitted for 1994. The Finance subcommittee will have a report at the December meeting.

^{*} Members who notified Agency they were unable to attend.

Resource Programs:

Pam reviewed and distributed handouts related to the MAX programs and other activities of Resource Programs. She requested approval of three appointments to the Advisory Task Force. These were Paula Nelson (Duluth), Ernie Whiteman (St. Paul), and Mary Dalbotten (Minnesota Department of Education). Jean moved that the three aforementioned names be approved for the Advisory Task Force. Terry seconded the motion. Motion passed.

The grants to Hopkins and Cold Spring-Rocori had been recommended for approval at the October meeting. Pam requested approval for both grants. Jean moved approval of these two grants. John seconded the motion. Motion passed.

Other Business:

- 1. Amendment to Bylaws Regarding an Appeals Subcommittee--The Appeals subcommittee had met in October. Terry, chair of the group, reported that the amendment was very simple. The Appeals subcommittee, consisting of three members, would be appointed by the Board Chair at the December meeting. The purpose of the subcommittee would be to review formal appeals. Depending on the circumstances cited in the appeal, the subcommittee would refer questions back to either the arts review team or the final review team. Some situations might require the consideration of both groups. The teams would analyze and assess the nature and circumstances of the appeal and report back to the Appeals subcommittee. The Appeals subcommittee would then review and assess the reports and make a recommendation to the full Board. Terry moved that the proposed amendment be approved. Gale seconded the motion. Motion passed.
- Definition of "Residency" for Admissions Rule--Barbara Martin indicated that the Center's attorney general had suggested that the Board's previous definition of residency as the home address of a student's parents be extended to include those persons who perform the role of parents through the provision of general care and support to the student. The Center can determine what constitutes "general care and support." Sheila moved that the definition of residency, including the clause requested by the Attorney General, be approved. Hope seconded the motion. Motion. passed.
- 3. <u>Delegation of Authority to Receive Gifts for the Center to Executive Director-</u>
 Barbara Martin reported that a "delegation of authority" for Jim to accept gifts on behalf of the Center had been processed. She was requesting Board approval. Terry so moved. Jonelle seconded the motion. Motion passed.

ADJOURNMENT

It was moved and seconded to adjourn at 4:15 p.m. Motion passed.



MEETING ANNOUNCEMENT

Board of Directors' Meeting Minnesota Center for Arts Education

Wednesday, December 22, 1993

2:00 p.m.-3:00 p.m. (Finance Subcommittee)
2:30 p.m.-3:00 p.m. (Executive Subcommittee)
3:00 p.m.-4:30 p.m. (Full Board)

6125 Olson Memorial Highway Golden Valley, MN 55422 (612) 591-4700

- 1. MINUTES/AGENDA
- 2. EXECUTIVE SUBCOMMITTEE REPORT
- 3. RESOURCE PROGRAMS REPORT
- 4. EXECUTIVE DIRECTOR'S REPORT
- 5. OTHER BUSINESS
- 6. ADJOURNMENT

6125 Olson Memorial Highway Golden Valley MN, 55422 612 591 4700 Fax 612 591 4747

REVISED JANUARY 26, 1994

BOARD MINUTES MINNESOTA CENTER FOR ARTS EDUCATION

Wednesday, December 22, 1993

The December 22, 1993, meeting of the Board of Directors for the Minnesota Center for Arts Education convened in Room 205 of the Gaia Building, 6125 Olson Memorial Highway, Golden Valley, MN 55422. The meeting was called to order at 3:08 p.m. by Acting Chairperson Pat Surratt.

Present: Terry Anderson, Hope Annexstad, Philip Brunelle, Ellen Doll, Brian Flakne, Jean Greener, John Kim, Gale Mitchell, Maureen Shaver, Patricia Surratt and Barbara Sykora. Representing the Agency were Barbara Martin, Pam Paulson, Jim Undercofler, Stephanie Wright, and Barbara McDonald.

Absent: Audrey Eickhof*, Sheila Livingston*, Jonelle Moore*, and Gloria Sneed.

MINUTES/AGENDA

Jean moved to accept the agenda with John seconding the motion. Motion passed.

Maureen moved to accept the November minutes as written. Jean seconded the motion. Motion passed.

Finance Subcommittee:

The subcommittee met in the morning to review all the Minnesota Arts eXperience (MAX) applications received by the Resource Programs.

Executive Subcommittee:

The subcommittee did not meet as planned. Jim requested that the conflict of interest policy be discussed at the full Board meeting. Maureen asked what prompted the creation of a conflict of interest policy. Barbara Martin responded that it was a recommendation of the legislative auditors. Terry moved that the proposed conflict of interest policy be adopted. Maureen seconded the motion. Motion passed.

Appeals Subcommittee:

Audrey had requested, through Jim, that the selection of committee members be postponed until January.

Resource Programs:

The Minnesota Arts eXperience (MAX) programs were to be presented to and voted on by the entire Board. The Finance subcommittee had reviewed all the grants with the staff of Resource Programs. John explained that \$480,000.00 has been targeted for MAX

^{*} Members who notified Agency they were unable to attend.

programs. Proposals were due November 1. Resource Programs staff reviewed all the proposals. Finance met at 10:00 a.m. on December 22 to review the programs and select those to be recommended for funding to the full Board.

Maureen asked about the geographic distribution of the programs. The northern part of the state generally does not have many programs funded. However, the number of proposals submitted from that area is generally small. Maureen also wondered if there were art areas that were not being met. Pam responded that dance and media arts generally are underserved.

Brian inquired if programs getting less funding than requested would still be able to put on their programs. Pam responded that she didn't know. However, she felt the amounts suggested by the review committee were reasonable to still conduct the programs. The organizations can decline to participate if they feel the funding isn't adequate.

Philip asked what percentage of the programs were repeats. Pam wasn't sure but Jim estimated 60-70% were repeats.

Philip wondered what was required after the organizations are awarded the grants. Pam replied that the money is delivered in installments. There is also a final report and evaluation.

Barbara Sykora expressed concern about nothing being funded in Congressional District 6.

Each grant was called individually and members were asked to declare any conflicts of interest. None of the Board members present declared a conflict of interest with any of the grants.

Philip moved and Maureen seconded to accept the recommendation of the Finance sub-committee on the MAX grants totaling \$480,000.00 as listed below.

Arts	Appli-		\$
Area	cation #	Program Title	Granted
Dance	25	Dare to Dance	\$7,000
	35	The Dance Educators' Institute	\$31,000
	37	Creative Modern Dance	\$4,920
Interdis-	7	The Arts and Peacemaking Skills	\$12,650
ciplinary	19	Arts and Community	\$5,350
	22	Caught Between Cultures	\$15,000
	30	The Magic Eye	\$17,000
	36	Conflict ResolutionYouth Visions	\$6,000
	52	Arts and the Animals	\$6,500
Literary	13	Summer Writing Workshop	\$22,500
	21	1994 Artist-in-Residence Summer Workshop	\$1,440
	23	Teaching Writing Creatively	\$10,000
	53	Becker County Midsummer Storytelling Program	\$5,000

Arts	Appli-		\$
Area	cation #	Program Title	Granted
Media	38	Media Arts Transformations	\$10,200
	42	Private FacesPublic Spaces	\$5,200
	51	Upper Midwest American Indian Center Video Arts Proj.	\$11,000
Multidis-	10	Summer Academy of the Arts	\$16,000
ciplinary	12	Memories, Mural Making and Music	\$8,700
	15	Kaleidoscope	\$10,000
	20	Folk Art and Folk Culture in the Classroom	\$6,400
	32	Afrocentric Summer Arts Enrichment Program	\$6,175
	39	Experience the Native Tradition of Woodland Pottery	\$11,054
	40	Minnesota Hispanic Education ProgramEl Arco Iris	\$13,000
	41	Lessons from the Woods	\$6,556
	55	MusesA Sense of Place	\$7,800
Music	16	String AcademyString Spectacular	\$17,000
	34	Multimedia Tech and the Music Teacher	\$3,200
	59	Music Composition with the Computer	\$1,555
	60	Youth WorkhsopTeen Workshop	\$16,200
	61	Your Voice Can Sing	\$8,000
Theater	1	The Theatrical MetaphorMeaning on Stage	\$20,000
	3	Commonweal Theatre Conservatory	\$3,250
	5	A Slice of the PastLiving History	\$5,160
	9	SE MN Children's Theater Arts Camp	\$6,200
	17	Lake Street Theater Club	\$14,800
	45	Towards an African American Aesthetic	\$16,500
	46	Time Travel Theatre for Teachers	\$13,000
	58	Fresh Voices	\$2,127
Visual	18	DBAE Summer Institutes	\$17,500
	33	Arts for AllWorthington Summer Workshops	\$6,000
	43	From Input to OutputMixed Media	\$5,400
	47	Spirits in the Forest and Singing	\$7,000
	49	Arts Alive	\$26,700
	54	Gathering Pages and Words	\$3,963
Partner- ship	29	Open Doors Theater Partnership Project	\$30,000

The motion passed.

Gale inquired when the organizations would be informed. Pam responded that it would be the following week.

Maureen wondered what the largest grant was. It was to the Dance Educators' Coalition for \$31,000.00.

Executive Director:

Jim explained that there could be a \$90,000.00 shortfall in the Agency's budget for the next fiscal year. This is primarily because of the salary settlements with the state.

The Agency is working with the Minnesota Department of Education on the graduation rule. There are required outcomes and "profile" outcomes (indicates student participated but is not rated).

There may be some changes in the school schedule for the next year. Some interesting ones have been recommended by staff.

Other Business:

- 1. <u>General Subcommittee</u>--The group will meet after the next Board meeting (January 26) for long-term planning.
- 2. <u>Magnet</u>--Jim stated that two Board members need to serve on the selection committee. Staff members on the committee are Tammy Hauser, Jim, Mark Youngstrom, and Pam. Gale and Barb Sykora volunteered. Ellen will be an alternate. Proposals have been received from Toivola-Meadowlands, Cook County, Duluth, and Cloquet.

<u>ADJOURNMENT</u>

It was moved and seconded to adjourn at 4:03 p.m. Motion passed.



MEETING ANNOUNCEMENT

Board of Directors' Meeting
Minnesota Center for Arts Education

Wednesday, January 26, 1994

2:00 p.m.-3:00 p.m. (Finance Subcommittee)
3:00 p.m.-4:30 p.m. (Full Board)
4:30 p.m.-5:30 p.m. (General Subcommittee)

6125 Olson Memorial Highway Golden Valley MN, 55422 612 591 4700 Fax 612 591 4747

6125 Olson Memorial Highway Golden Valley, MN 55422 (612) 591-4700

- 1. MINUTES/AGENDA
- 2. FINANCE SUBCOMMITTEE REPORT
- 3. ARTS HIGH SCHOOL REPORT
- 4. RESOURCE PROGRAMS REPORT
- 5. EXECUTIVE DIRECTOR'S REPORT
- 6. OTHER BUSINESS
- 7. ADJOURNMENT

APPROVED FEBRUARY 23, 1994

BOARD MINUTES MINNESOTA CENTER FOR ARTS EDUCATION

Wednesday, January 26, 1994

The January 26, 1994, meeting of the Board of Directors for the Minnesota Center for Arts Education convened in Room 205 of the Gaia Building, 6125 Olson Memorial Highway, Golden Valley, MN 55422. The meeting was called to order at 3:12 p.m. by Chairperson Audrey Eickhof.

Present: Terry Anderson, Hope Annexstad, Philip Brunelle, Ellen Doll, Audrey Eickhof, Jean Greener, John Kim, Sheila Livingston, Patricia Surratt and Barbara Sykora. Representing the Agency were Tammy Hauser, Barbara Martin, Pam Paulson, Jim Undercofler, and Barbara McDonald.

Absent: Brian Flakne, Gale Mitchell, Jonelle Moore*, Maureen Shaver*, and Gloria Sneed.

MINUTES/AGENDA

The December minutes were amended to state that the Finance subcommittee met as a part of the Minnesota Arts eXperience (MAX) review. Jim noted that there were corrections to the minutes regarding the Resource Programs report as well. The minutes were approved as corrected.

Finance Subcommittee:

Pat reported that as of December 31, 1993, 84.9% of the Agency's budget of \$4,853,000.00 was obligated. The unobligated balance was \$744,437.00.

Terry moved to accept the Finance report. Motion was seconded and passed.

Arts High School Report

No report.

Resource Programs:

Pam distributed a summary of the MAX programs. This was requested by one of the members at the December meeting.

- 1. <u>Dance Education Initiative (DEI)</u>--Pam requested that one Board member volunteer to serve on the DEI review panel. Pat volunteered.
- 2. <u>Minnesota Citizens for the Arts</u>--Pam reported that the MCA had added a plank to their agenda regarding arts education.

^{*} Members who notified Agency they were unable to attend.

3. <u>Magnet Proposal</u>--Pam introduced Tammy Hauser, who gave a report on the Magnet applicants. Tammy explained that no applications had been received from Congressional District 4. The applicants from CD 8 were: Toivola-Meadowlands (a charter school), Duluth Morgan Park Middle School, Cloquet High School, and Grand Marais (Cook County High School). Tammy gave a summary of each proposal.

Members of the review panel were Tammy, Pam Paulson, Jim Undercofler, Mark Youngstrom and Board members Barb Sykora and Gale Mitchell. Criteria included growth potential and community involvement. Based on those issues, the group felt that the Grand Marais proposal was the strongest. Concerns about the Grand Marais proposal were: (1) the small number of students; (2) budget; and, (3) the coordinator was not a staff member of the school.

Grand Marais was contacted about those concerns and provided satisfactory resolutions. A start-up grant of \$8,000.00 is recommended for FY 94 with \$25,000.00 recommended for FY 95.

Barb Sykora moved to approve the start-up grant of \$8,000.00 to Grand Marais. Jean Greener seconded the motion. Discussion followed.

Pat asked how many students were in the school. Jim responded that there were about 250. Pat inquired if the Agency had ever funded a charter school. Jim stated the Agency had not--stability was a concern, given their newness in the field.

Motion passed.

4. Resource Programs Newsletter--Tammy distributed a copy. It has a new format.

Executive Director:

1. MAX Proposal--Jim reported that the Anoka Opera had applied for a MAX grant but had been denied. The proposal was not funded because its educational approach was not curricular and the artistic quality was difficult to ascertain. Jim informed the members that they might be contacted by this individual because he had requested a list of Board members. Nancy Engen-Wedin, Resource Programs Associate, had drafted a letter to the contact person. Terry suggested that each Board member receive a copy of this letter.

Sheila asked how Board members should respond if they are contacted. Jim stated that they should let him know. Barbara Martin added that she planned to check with the Attorney General to see if addresses of Board members was public information.

2. "Wally World II"--This is scheduled for February 23, 7:30 p.m. at the World Theater in St. Paul. In addition to student performances, there will be an exhibition of work by the visual arts students and a retrospective of the first five years of the school. Jim invited all Board members.

Board Meeting January 26, 1994 Page 3

Other Business:

- 1. <u>Arts Review Teams</u>--A list of the proposed team members was distributed. Jim reported that there will be one staff member on each team as well as a person of color (except for the theater team). Jean Greener moved to accept the list of names. John seconded the motion. Motion passed.
- Selection of Appeals Subcommittee--The "acting" appeals committee consisted of Terry, Jonelle, and Gale. Jim stated they could be reappointed. Terry and Gale were reappointed. Jonelle's term had expired so Audrey asked Hope to serve on the subcommittee. Hope accepted.
- 3. <u>Meeting Schedule</u>--This was distributed and will be discussed at the next meeting.
- 4. <u>Student Assistance Fund Letter</u>--The Board members had all received a copy of this. Audrey reviewed the purpose of the fund.

<u>ADJOURNMENT</u>

The next meeting is the same day as "Wally World II." It was suggested that the meeting be held over dinner at the Science Museum, which is across the street from the theater. Board members could then attend the performance after the meeting.

It was moved and seconded to adjourn at 4:12 p.m. Motion passed.



MEETING ANNOUNCEMENT

Board of Directors' Meeting
Minnesota Center for Arts Education

Wednesday. February 23. 1994

5:00 p.m.-5:30 p.m. (Finance Subcommittee) 5:30 p.m.-7:00 p.m. (Full Board)

6125 Olson Memorial Highway Golden Valley MN, 55422 6125914700 Fax 6125914747

Science Museum of Minnesota Board Room
Tenth and Wabasha Streets
St. Paul, MN 55101
221-9488

- 1. MINUTES/AGENDA
- 2. FINANCE SUBCOMMITTEE REPORT
- 3. GENERAL SUBCOMMITTEE REPORT
- 4. RESOURCE PROGRAMS REPORT
- 5. EXECUTIVE DIRECTOR'S REPORT
- 6. OTHER BUSINESS
- 7. ADJOURNMENT

"The Arts High School Presents..", a student performance, will immediately follow at the World Theater

BOARD MINUTES MINNESOTA CENTER FOR ARTS EDUCATION

Wednesday, February 23, 1994

The February 23, 1994, meeting of the Board of Directors for the Minnesota Center for Arts Education convened in the Boardroom of the Science Museum, Tenth and Wabasha Streets, St. Paul, MN 55101. The meeting was called to order at 5:41 p.m. by Chairperson Audrey Eickhof.

Present: Terry Anderson, Hope Annexstad, Ellen Doll, Audrey Eickhof, Jean Greener, John Kim, Gale Mitchell, and Barbara Sykora. Representing the Agency were Barbara Martin, Pam Paulson, Jim Undercofler, and Barbara McDonald.

Absent: Philip Brunelle*, Brian Flakne, Sheila Livingston*, Jonelle Moore*, Maureen Shaver*, Gloria Sneed, and Patricia Surratt.

MINUTES/AGENDA

Terry moved to accept the minutes of the January meeting and the revised minutes of the December meeting. Jean seconded the motion. Motion passed.

Finance Subcommittee:

John reported in Pat's absence. About 50% of the Center's budget has been spent and another 36% is obligated. The Department of Administration had approved the Center's request for emergency funds from the state general fund to repair the dorm roof and foundation. It was moved and seconded to accept the Finance report. Motion passed.

General Subcommittee:

Jean reviewed the minutes from the subcommittee's January meeting.

- 1. Resource Programs--Jim gave a history. Jean requested a motion that the recommendation made by the subcommittee (that Resource Programs redesign itself to take on the responsibilities which the Center was given from the Department of Education with the restructuring plan presented to the Board at its June meeting [since the Board will not meet in June or July this was changed to August]. It was moved and seconded to accept the recommendation of the subcommittee with the noted change in date. Motion passed.
- 2. Arts High School--Jean moved that the Board act on the recommendation (that the school increase in size to a maximum of 400 by school year 1998-99; that Mark Youngstrom develop a plan by September, 1994 that details the costs and issues that will have to be addressed with such an expansion; and that the addition of tenth graders be reconsidered in 1999 after the school has ten years of operational experience). The motion was seconded. Discussion followed.

The number of applicants (both residential and commuter) has increased every year. Jim reported that applications for the 1994-95 school year were up 5% over last year. Jim stated that the Center may change to more than one application deadline at some point in the future.

John asked about space as it relates to increased enrollment. Jim responded that space was a problem.

The motion passed. The Center will do a feasibility study.

3. <u>Site-</u>-Jean stated that the Center needed to develop criteria for site selection. She asked Jim to report on the possibility of Metro State University buying/leasing the Center's facilities. Jim had met with Senator Randy Kelly the previous week. Senator Kelly is very interested in the Center returning to downtown St. Paul. Jim estimated the Center's campus was worth \$11 million. About \$15 million would be needed to renovate an existing building in St. Paul.

The Governor had included the Center in his bonding bill. The Center would renovate the two vacant dormitories into a boys' dormitory and a recreation center. The cost would be \$1.5 million. The proposed addition to the administration building is expected to be included in a subsequent bonding bill.

Jean suggested that the General subcommittee begin working on site criteria.

4. <u>Long-range Funding</u>--Jean moved to increase the residential fees as recommended by the subcommittee (that the fee be raised \$100.00 **OR** twice the inflation rate [whichever is higher] for each of the next four years, starting with FY 96). Ellen seconded the motion. Discussion followed.

Jean asked Jim to comment on why the Center was considering raising the fees. Jim stated that the Legislature would like the residential fees to reflect the actual costs of housing students. Jim felt that as fees are gradually increased some parents who could afford to send their children here would choose not to do so because of the cost. Motion passed.

Jean stated that the Center would like to hire a grantwriter. She asked for the subcommittee members to comment on the pros and cons of this. Barb Sykora felt that funding from the Legislature may decrease. Jean felt that if funds are raised only for student scholarships the Center's legislative appropriation should not be affected.

Jean moved to authorize Jim to proceed to hire a grantwriter. Ellen seconded the motion. John asked if the person would be full- or part-time.

Jim will keep the Board updated. He did not anticipate the process starting until summer. This position will be funded by other staff changes. The motion passed.

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Executive Director:

Jim reported that the legislative session had opened. The only legislation that the Center was pursuing was a bonding bill and clarification of its art education responsibilities vis-a-vis the Department of Education.

Resource Programs:

Pam reported on the grant request from Heart of the Beast (HOTB). The Center is in the second year of a three-year collaboration with this organization. HOTB received \$5,000.00 from the Center last year and was requesting \$5,600.00 this year. Jean moved that this grant be approved. Barb Sykora seconded the motion. Motion passed.

Pam distributed a handout on the Arts on Tour program, which is being conducted by the Minnesota State Arts Board. Each group has to tour at least 60 miles outside it's home base. The grants are provided by the Minnesota State Arts Board via a pass-through grant with the Center.

Pam reported that a Minnesota Arts eXperience (MAX) orientation meeting had been held on February 17.

Pam distributed copies of a letter sent to the Anoka Opera regarding the MAX application which had been submitted but was not funded. No response had been received.

ADJOURNMENT

It was moved and seconded to adjourn at 6:58 p.m. Motion passed.

BOARD MINUTES MINNESOTA CENTER FOR ARTS EDUCATION

Wednesday, March 23, 1994

The March 23, 1994, meeting of the Board of Directors for the Minnesota Center for Arts Education convened in Room 205 of the Gaia Building, 6125 Olson Memorial Highway, Golden Valley, MN 55422. The meeting was called to order at 3:05 p.m. by Chairperson Audrey Eickhof.

Present: Hope Annexstad, Ellen Doll, Audrey Eickhof, Sheila Livingston, Jonelle Moore, Patricia Surratt, and Barbara Sykora. Representing the Agency were Barbara Martin, Pam Paulson, Jim Undercofler, and Barbara McDonald.

Absent: Terry Anderson*, Philip Brunelle*, Brian Flakne, Jean Greener*, John Kim*, Gale Mitchell, and Maureen Shaver*.

Since there are 14 seats presently occupied, seven would constitute a quorum for voting purposes.

STUDENT PRESENTATION

Jenny Taylor and Liora Cobin, junior literary arts students, read some of their work.

MINUTES/AGENDA

Pat moved to accept the minutes of the February meeting. Hope seconded the motion. Motion passed.

Jim reported that there would be no Arts High School report since Mark and Kathleen were absent.

Finance Subcommittee:

Pat reported that 89.7% of the budget had been spent or obligated. The unobligated balance was \$507,343.00.

Pat stated that the Resource Programs had received 28 applications for eight Dance Education Initiative (DEI) grants. The total for the eight grants was \$34,002.90. The schools awarded grants were: Blue Earth (CD 1), Dawson-Boyd (CD 2), Tanglen Elementary (Minnetonka--CD 3), Highwood Elementary (St. Paul--CD 4), Barton Open School (Minneapolis--CD 5), Minnewashta Elementary (Excelsior--CD 6), Norman County West (Halstad--CD 7), and Braham Area Elementary (Braham--CD 8).

Pat moved to approve the eight grants. Sheila seconded the motion. Motion passed.

^{*} Members who notified Agency they were unable to attend.

Resource Programs:

Pam distributed handouts on the DEI annotated bibliography, internship program, and newsletter. She asked Sheila to report on the Riverwood Conference, "Sculpting the Future," which was March 10-11. Ellen inquired about attendance. Pam reported that there were about 75 participants, which was the maximum.

Executive Director:

- Board Appointments--Jim reported that Gloria's seat had been declared vacant but that no one had yet been named to replace her. Two new appointments, replacing Jonelle Moore and Brian Flakne, had been recently forwarded to Jim. Gale Mitchell was reappointed.
- Fundraiser Position--Jim stated that this would involve government grants and private fundraising. Initially, two people would be hired as short-term consultants, one to research government grants and the other fundraising in the private sector.
- 3. <u>Site--In February</u>, it appeared there might be a chance for the Center to relocate to St. Paul. Since the last Board meeting, the climate has changed. Jim did not feel there was as much support for moving as there had been.

The Center is in the Governor's bonding bill for \$1.5 million. The money would be used to renovate the two vacant dorms.

4. <u>Pending Legislative Language</u>--This amendment clarifies the transfer of arts education responsibilities from the Minnesota Department of Education to the Center.

Other Business:

Pam thanked Jonelle for her work on the Professional Opportunities Committee.

<u>ADJOURNMENT</u>

It was moved and seconded to adjourn at 4:11 p.m. Motion passed.



MEETING ANNOUNCEMENT

Board of Directors' Meeting
Minnesota Center for Arts Education

Wednesday, May 25, 1994

2:00 p.m.-3:00 p.m. (Finance Subcommittee)
2:00 p.m.-3:00 p.m. (Personnel Subcommittee)
3:00 p.m.-4:30 p.m. (Full Board)

6125 Olson Memorial Highway Golden Valley MN, 55422 612 591 4700 Fax 612 591 4747

6125 Olson Memorial Highway Golden Valley, MN 55422 (612) 591-4700

- 1. MINUTES/AGENDA
- 2. STUDENT PRESENTATION
- 3. FINANCE SUBCOMMITTEE REPORT
- 4. PERSONNEL SUBCOMMITTEE REPORT
- 5. ARTS HIGH SCHOOL REPORT
- 6. RESOURCE PROGRAMS REPORT
- 7. EXECUTIVE DIRECTOR'S REPORT
- 8. OTHER BUSINESS
- 9. ADJOURNMENT

BOARD MINUTES MINNESOTA CENTER FOR ARTS EDUCATION

Wednesday, May 25, 1994

The May 25, 1994, meeting of the Board of Directors for the Minnesota Center for Arts Education convened in Room 205 of the Gaia Building, 6125 Olson Memorial Highway, Golden Valley, MN 55422. The meeting was called to order at 3:08 p.m. by Chairperson Audrey Eickhof.

Present: Terry Anderson, Hope Annexstad, Ellen Doll, Audrey Eickhof, John Kim, Sheila Livingston, Maureen Shaver, and Patricia Surratt. Representing the Agency were Bev DeVos, Barbara Martin, Pam Paulson, Jim Undercofler, and Barbara McDonald. New members Jeb Bowlus, Gary Chin-Fong Liew, and Ellen Palmer were introduced.

Absent: Philip Brunelle*, Jean Greener*, Gale Mitchell, and Barbara Sykora.*

MINUTES/AGENDA

Maureen moved to accept the minutes of the March meeting (there was no meeting in April). Sheila seconded the motion. Motion passed.

Finance Subcommittee:

Pat reported that as of April 30 96.3% of the budget had been spent or obligated. Last year 95% had been spent or obligated as of April 30. The unobligated balance was \$180,882.00.

Pat asked Pam to explain the grant requests for the Comprehensive Arts Planning Program (CAPP) and the Artist-Mentor program.

1. <u>CAPP</u>--Pam reported no new sites were added. Each local school board has to approve its district's participation in the program. The program formerly was managed by the Minnesota Department of Education. Twenty-four districts will be funded at a total of \$38,000.00. The money will be used to start the implementation of the program. Only the work of the committee members is funded. This includes release time for the teachers involved and research work.

Pat moved to approve the grant request of \$38,000.00 for FY95. Sheila seconded the motion. Motion passed.

2. <u>Artist-Mentor</u>--Pam explained that four regional arts councils in northwestern Minnesota are currently the only participants in the program. The program is for students in grades 9-12. The four arts councils apply for funds as a group. The current request is for \$55,000.00 which will be split equally (\$13,750.00).

^{*} Members who notified Agency they were unable to attend.

Pat moved to approve the grant request of \$55,000.00 for FY95. John seconded the motion. Motion passed with one abstention (Ellen Palmer, who stated she had a conflict of interest).

Personnel Subcommittee

Audrey stated that there were vacancies on the following subcommittees: Appeals, Finance, and General. The Vice-Chair position is also vacant. The Personnel subcommittee will contact the new members about serving in one of these positions.

Maureen, chair of Personnel, stated that the group had meet that day to review Jim Undercofler's performance and to determine if a salary increase should be given. There currently is no procedure for evaluating the performance of the Executive Director. Maureen stated that the group wanted to make the following recommendations:

Recommendation #1--The subcommittee would like to hire an outside consultant to do a formal evaluation of Jim's performance and to subsequently establish guidelines so the Personnel subcommittee could do an annual review of the Executive Director's performance.

Recommendation #2--The subcommittee would like to give Jim the full salary increase (3.25%) permitted.

Maureen moved Recommendation #1 with the Personnel subcommittee presenting the information on an outside consultant to the full Board for final approval. Ellen seconded the motion. Discussion followed.

Cost for hiring an outside consultant was estimated at \$5,000.00-\$7,000.00 and would be taken out of the FY95 budget. Jeb asked if the Center would have to follow state procurement guidelines. Barbara Martin responded that it depended on the size of the contract. Pat asked how the Personnel subcommittee would find an appropriate consultant. Maureen stated that the group would look for someone with experience in education.

The motion passed.

Maureen moved Recommendation #2, to become effective July 1. Terry seconded the motion. The salary increase would be approximately \$2,000.00 annually. Motion passed. Maureen thanked Jim for his superior job.

Arts High School Report

Bev DeVos, Admissions Coordinator, stated that 1,500 requests for information had been mailed this past school year. Information meetings were held in the fall with 600 attending. Hope inquired why students were disqualified. Bev replied that students are disqualified for poor reviews, credit deficiencies and space limitations in certain art areas.

Jeb asked about appeals. Bev stated that 10 informal appeals had been received.

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Sheila inquired about the diversity of the school population. Bev replied that there currently is no data on that. This was the first year that "diversity" was included on the application (as an optional question).

Jim explained the appeals process. Terry was the only member in attendance from the appeals subcommittee. Jim read a letter from Mark Bellomy's father. Mark was denied placement because he was one point below the cut-off. Jim stated that the music arts review team was willing to give Mark a second review. Terry concurred and moved that a second review be granted. If Mark receives a passing score on his second review, he will be admitted. If he doesn't pass the second time, the information will be presented to the Board for action. Sheila seconded the motion. Motion passed.

Resource Programs:

Pam distributed information on two grant applications. One was for \$11,700.00 to the Minnesota Humanities Commission to hold four one-day workshops to acquaint teachers with "Multicultural Voices in Literature." Current action requested by Pam was for Jim to sign the final grant application. The second request was for a grant of \$3,800.00-\$4,000.00 to Arts Midwest to work with Afrocentric Educational Academy, a public middle school in Minneapolis. Pam needed a letter of support from the Board Chair.

Executive Director:

Jim reported that Jane Alexander, chairperson of the National Endowment for the Arts, was going to be in Minneapolis on June 2. Part of her agenda was to visit the school. She is interested in the integration of arts and academics.

Graduation is at 4:00 p.m. on June 10. Any Board members who plan to attend could request reimbursement for mileage and other travel expenses.

Jim stated that the Center had been granted \$789,000.00 by the legislature to renovate one of the empty dorms into a recreation center. Our relationship with the Minnesota Department of Education was also clarified during the legislative session.

ADJOURNMENT

It was moved and seconded to adjourn at 4:35 p.m. Motion passed.

The next full Board meeting will be in August.

APPROVED SEPTEMBER 28, 1994

BOARD MINUTES MINNESOTA CENTER FOR ARTS EDUCATION

Wednesday, August 24, 1994

The August 24, 1994, meeting of the Board of Directors for the Minnesota Center for Arts Education convened in Room 205 of the Gaia Building, 6125 Olson Memorial Highway, Golden Valley, MN 55422. The meeting was called to order at 3:09 p.m. by Chairperson Audrey Eickhof.

Present: Terry Anderson, Hope Annexstad, Jeb Bowlus, Ellen Doll, Audrey Eickhof, Jean Greener, John Kim, Gale Mitchell, Ellen Palmer, Patricia Surratt, and Barbara Sykora. Representing the Agency were Pam Paulson, Bob Raiolo, Jim Undercofler, and Barbara McDonald.

Absent: Philip Brunelle*, Gary Chin-Fong Liew*, and Sheila Livingston.*

MINUTES/AGENDA

The minutes of the May meeting were approved.

Finance Subcommittee:

Bob distributed a new report. Jim explained that most changes in the financial reports are because contractors will now be payroll employees. There is a carry-forward of \$63,045.00 from FY 94. Barbara Martin would like this divided into thirds (\$21,015.0) and targeted for Resource Programs, Student Services, and internal use (building). Pat moved that the Board adopt Barbara Martin's recommendation. John seconded the motion. Motion passed.

Pat stated that two Magnet grant agreements (Grand Marais and Hopkins) needed approval from the Board. Pam explained that Grand Marais was replacing Hibbing as the Magnet school in Congressional District 8 and Hopkins was late in submitting its request due to some administrative changes. Pat moved to approve the two grants. Ellen Palmer seconded the motion. Motion passed.

A grant agreement for Cold Spring-Rocori also needed Board approval. This was for \$20,000.00 for Year II of a partnership with the Center. Pat moved to approve the grant request. Ellen Doll seconded the motion. Motion passed.

^{*} Members who notified Agency they were unable to attend.

Board Meeting August 24, 1994 Page 2

Personnel Subcommittee:

Ellen Doll will replace Maureen Shaver (who resigned from the Board) as Chair. Audrey announced the following appointments:

Terry Anderson Hope Annexstad Jeb Bowlus Gary Liew Ellen Palmer Vice-Chair Appeals Personnel General Finance

Terry moved to approve the slate recommended by Audrey. Barb Sykora seconded the motion. Motion passed.

Resource Programs:

Pam distributed handouts. Jim introduced Pam's presentation on "revisioning" of Resource Programs. Revisioning became necessary with the transfer of responsibilities from the Minnesota Department of Education to the Center for Arts Education. Pam related that Diane Herman was hired as a consultant. Ms. Herman conducted focus groups, in-depth interviews and mailed 500 surveys to teachers and artists (50% metro; 50% nonmetro). The rate of return on the surveys was 37%. The objective of the study was to gain support for internal decision making and to document/measure need.

Pam and Jim would like the Board to revamp the mission statement and conceptual framework of the Center. This will be delegated to the General subcommittee. A report will be presented at the November meeting. Barb Sykora moved that the General subcommittee work on the mission statement and conceptual framework. Gale seconded the motion. Motion passed.

Executive Director:

There were severals items for discussion:

1. Metro Desegregation--Jim reported that the Arts High School has a minority population of 10%, which is above the state average. However, there may only be 1-2 students of each minority group per art area. The metro desegregation report listed the Arts High School as a metro magnet school with a projected minority population of 41%. The language regarding the Center for Arts Education was removed from the legislative report.

Barb Sykora stated that if there is to be equal student representation from each Congressional District, it would not be possible to achieve a minority population of 41%. Almost all the minority students would have to be drawn from the metropolitan area. She stated that the focus of the Arts High School is to provide opportunities in the arts for students who don't have them in their home schools.

Ellen Doll inquired about the MAX programs. She thought many of those were geared to minority groups.

Jean added that the focus shouldn't be only on Afro-Americans; there are many other minority groups. She suggested offering teacher training emphasizing diversity in education. Jim stated that the Center already has some good materials.

John thought a summer program for metro students would draw a diverse population.

Terry wondered if the Center could contract as a magnet school with other schools in the metro area. Jim thought that was an interesting idea. Jean Greener concurred. She stated that there were nine alternative schools in the metro area and none of them had a good arts program. Jean thought it would be possible to get a corporate sponsor. Jim will investigate this idea.

- 2. Media Arts Initiative--Jim reported that Karen Rogers, a professor at Hamline University, did a study on media arts for the Center. The question to be addressed was "where is media arts in the schools?" According to Karen, the Arts High School is the "only action" around. Based on that, the Center will implement a media arts initiative which will be modeled after the Dance Education Initiative.
- 3. <u>Conflict of Interest Policy</u>--The Conflict of Interest policy was discussed. John asked if a short questionnaire ("check-off" type) could be created for the Board members. Jim said that would be possible.
- 4. <u>Dorm Renovation</u>--Jim reported that a women-owned architectural firm, McMonigal Architects, will renovate the dormitory. Asbestos removal will cost about \$100,000.00.
- 5. <u>Meeting Times</u>--Terry requested that the meeting time (3:00) be reviewed at a future meeting.

ADJOURNMENT

It was moved and seconded to adjourn at 4:58 p.m. Motion passed.

The next full Board meeting will be in September.

BOARD MINUTES MINNESOTA CENTER FOR ARTS EDUCATION

Wednesday, September 28, 1994

The September 28, 1994, meeting of the Board of Directors for the Minnesota Center for Arts Education convened in Room 205 of the Gaia Building, 6125 Olson Memorial Highway, Golden Valley, MN 55422. The meeting was called to order at 3:10 p.m. by Chairperson Audrey Eickhof.

Present: Terry Anderson, Hope Annexstad, Jeb Bowlus, Philip Brunelle, Ellen Doll, Audrey Eickhof, Jean Greener, John Kim, Gary Chin-Fong Liew, Sheila Livingston, Ellen Palmer, Patricia Surratt, and Barbara Sykora. Representing the Agency were Barbara Martin, Pam Paulson, Bob Raiolo, Jim Undercofler, Stephanie Wright, Mark Youngstrom, and Barbara McDonald. New member Pam Swenson from Congressional District 7 was introduced.

Absent: Gale Mitchell.

MINUTES/AGENDA

The minutes of the August meeting were approved.

Finance Subcommittee:

Audrey moved acceptance of the financial report. Pat Surrat seconded the motion. Motion passed.

1. Proposed Biennial Budget--Jim gave a review of the proposed biennial budget. The most notable changes occurred in the Resource Programs budget. The figures that Jim presented were for a "worst case" scenario, based on the Center receiving the same funds as last time. There may be additional funds. At Jim's request, Pam Paulson gave a more detailed explanation of the Resource Programs budget changes. Pam explained that the budgets for the Minnesota Arts experience (MAX) and the Artist-Mentor programs will decrease. Student-only programs will be reduced while teacher programs will be expanded (this is primarily in MAX). Pam stated there is a need for demonstration sites but not necessarily in the schools.

Jim stated that the Finance subcommittee had met on Wednesday, September 21 to review the proposed biennial budget. He had recommended deeper budget cuts at that time but Pat Surratt and Ellen Palmer, members of the Finance subcommittee, felt they were too severe.

Jeb questioned why the Center didn't receive more money with the transfer of responsibilities from the Minnesota Department of Education (MDE) (i.e., why didn't the Center get the amount of MDE's budget which formerly was allocated to those responsibilities?). Jim responded that all departments received budget cuts.

John Kim moved approval of the proposed biennial budget. Barb Sykora seconded the motion. Discussion followed. John stated that during the Finance subcommittee meeting the following question was raised: "if we approve this budget, how will it affect the running of the school?" Jim had responded that the Finance subcommittee will meet in October to discuss this issue.

John asked if there would be an increase in salaries. Jim responded in the affirmative. He added that there will probably be a "pay bill" during the next legislative session. John inquired if there would be a new budget then. Jim stated there would not but a report would be given to the Board.

The motion passed.

2. Grant to the Minnesota Alliance for Arts in Education (MAAE)--Jim reported that as of October 1, the Center would have all the responsibility for managing the federal Frameworks for Arts Curriculum Strategies (FACS) grant. Responsibilities for this grant will be delegated as follows: Jim Undercofler will manage the grant; Pam Paulson will oversee the higher education component; Susan Euler (who had previously coordinated the grant) will coordinate the technological aspects; and, Tammy Hauser (Resource Programs) will handle the pilot sites.

Jim requested approval of a grant to the Minnesota Alliance for Arts in Education. The Alliance would disseminate information about the FACS project through its publication. Jim stated this could be done as a sole source grant. Jim stated that he believed the Alliance was the only organization that could deliver the services needed. Jim felt strongly that publishing information about the FACS project in the Center's newsletter would not have the same impact nor would it necessarily reach the desired audience.

Philip moved to approve the grant. Jean seconded the motion. Discussion followed. John asked if the Board would receive updates as the FACS money was spent. Jim responded that no further grants were planned from the FACS project. He stated that he would have the budget done on Monday, October 3 and would present it to the Board.

Barb Sykora wondered if additional staff would be hired. Jim responded that some would be hired as consultants and there were plans to hire one full-time secretary.

Ellen Palmer asked about publication dates for <u>ArtBeat</u>, the publication of the Alliance. Jim stated the October issue would have information on the FACS project. Ellen inquired as to what would be contained in the article. Jim responded that it would list available materials.

Personnel Subcommittee:

Ellen Doll reported that the subcommittee had investigated tools/methods to evaluate Jim Undercofler's performance. Ellen had contacted the Minnesota School Board Association and the Public Strategies Group (currently managing the Minneapolis Public Schools). The School Board Association was going to send her some materials. Ellen also talked to some Twin Cities schools. They referenced a specific handbook but Ellen didn't feel it would be useful. Ellen talked at length with Babik Armijani, CEO of the Public Strategies

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Group. He had a lot of interesting information and recommended the book <u>Manager as Negotiator</u>. The CEO didn't feel an outside evaluation was necessary. However, if the subcommittee or Board decided that was what they wanted, he could make some recommendations. He also stated that the students and staff should be asked their views of Jim's performance. Audrey added that parents should also be included.

Audrey asked what the Personnel subcommittee planned to do next. Ellen said she wanted to meet with Jim. She was also waiting to get some information before she moved forward.

Ellen moved that the Board endorse this approach to establish guidelines for evaluating the performance of the Executive Director. The evaluation would include the following: critical goals, measuring them, and how Jim was going to accomplish this. Philip seconded the motion.

Discussion followed. Other Board members inquired whether Ellen needed formal Board approval to proceed. It was concluded that she did not. Ellen withdrew her motion.

Arts High School Report

Mark Youngstrom distributed and reviewed two handouts, "Preview of Coming Events" and "'94-'95 Production Calendar." Sheila inquired if the Center would take a leadership role in the state regarding censorship. Mark responded that the Center does have a policy and does have a committee to review controversial issues.

Resource Programs

Pam had no report but asked if Ellen Doll, Ellen Palmer, or Barb Sykora would like to report on the conference they had attended the previous week. Barb stated that it was very well done.

Jeb Bowlus, Sheila Livingston, Ellen Palmer, and Pat Surratt had attended a leadership conference and reported on it.

Executive Director

Jim had asked Barbara Martin to review the legislation that was passed last session regarding metro desegregation. He had also reviewed programs he had done on this issue in New Haven, CT.

<u>ADJOURNMENT</u>

It was moved by Ellen Palmer and seconded by Jean Greener to adjourn at 4:43 p.m. Motion passed.

The next full Board meeting will be <u>Tuesday</u>, November 22. However, Finance and General subcommittees will meet in October.