

# **PERPICH CENTER ARTS EDUCATION**

Arts High School • Professional Development • Research

6125 Olson Memorial Hwy., Golden Valley, MN 55422

## **Personnel Committee Meeting Minutes July 15, 2002**

### **I. Call Meeting to Order**

Committee Chair, Mark French called the meeting to order at 3:30 p.m.

### **II. Roll Call**

**Present:** Mark French, Bob Brandt, Renee Jenson. Ellen Palmer and David Flannery attended for Sonja Peterson.

### **III. Consideration and Approval of Minutes**

**Board member Bob Brandt moved to approve the Personnel Committee Minutes for June 13, 2002 as presented. Board member Renee Jenson seconded the motion. The vote was unanimous.**

### **IV. Develop RFP for Executive Director Search**

The rest of the meeting consisted of a discussion of the Request for Proposal process. David Flannery listed the steps that are part of most executive search processes. For purposes of our discussion, the steps were considered as a three-part process: the pre-search work, the search and selection part and the post selection activities.

The committee agreed to draft a proposal that asks firms to include as many steps as possible so that the committee members could have a better feel for what's possible. They did stress that our Board would need to be heavily involved in the development of a position description, a candidate profile and in defining mission and strategic issues.

David Flannery and Mark French will draft an RFP this week for review by the committee members next week with a deadline for sending it out on July 26. David will also get advice from Beverly Bryant, Attorney General's Office, on the posting requirements.

**Bob Brandt moved and Renee Jenson seconded a motion to have the RFP drafted by July 19 and reviewed by the committee members by July 25 so that it could be sent out by July 26, 2002 with 5 p.m., September 6, 2002 the deadline for completed proposals and a recommendation to hire a search firm to the full Board on September 18, 2002. The motion passed unanimously.**

The members felt that they would be able to screen the proposals and interview finalists between September 6 and September 17. The dates will be set so that any Board member who wishes could be involved in either the screening or the interview process.

**V. Other Business**

Committee members discussed their understanding of the circumstances surrounding the decision to award a grant to the Guthrie Theater for the summer program.

**VI. Adjourn**

Mark French adjourned the meeting at 4:50 p.m.

Minutes prepared by David Flannery  
July 16, 2002

July 13, 2002

### Search Process Steps

**1. Timeline**

Identification of the new director by March 31 with a start date prior to July 1, 2002.

**2. Position Description**

**3. Candidate Profile**

**4. Materials**

Applications, center brochure, ads, announcements.

**5 Mission and Strategic Issues**

**6. Search**

Calls, internets ads, letters personal contacts, other advertizing.

**7. Screening Candidates (really hard and interesting)**

Criteria or matrix for a review, reference checks, site visits.

**8. Community Involvement**

Staff, directors, clients, students, arts organizations, professionals.

How to do this without losing control of the process requires careful thought.

**9. Selection**

Needs to be a public process. Questions and criteria needs to be prepared. A decision on paying to bring candidates in needs to be made in this phase and in screening.

**10. Post Selection**

This can involve contract negotiation, performance expectations and the review process as well as a broader entry plan.

Note: We can have a general or specific RFP but either should include a requirement for the search firm to provide a firm profile that includes recent searches, its distinguishing characteristic, price and hourly rate for additional service.

DRAFT

**PERPICH CENTER**  
**ARTS EDUCATION**  
Arts High School • Professional Development • Research  
6125 Olson Memorial Hwy., Golden Valley, MN 55422

**Board Meeting Minutes**  
**August 14, 2002**

**I. CALL MEETING TO ORDER**

Chair Sonja Peterson called the meeting to order at 3:10 p.m.

**II. ROLL CALL**

**Present:** Sonja Peterson, Alex Boies, Bob Brandt, Mark French, Renee Jenson, Penny Johnson, Mohammed Lawal, Dan Reigstad, Tina Anderson Richards, Marjorie Savage, Mary Frances Skala, David Flannery, Mike Hiatt, Mary Jones

**Absent:**

Patty Anderson, Jane McWilliams, ~~Lani Kawamura~~, Bob Tracy

**III. APPROVAL OF AGENDA**

Board member Marge Savage moved to approve the Board agenda for August 14, 2002. Board member Renee Jenson seconded the motion. The vote was unanimous.

**IV. CONSIDERATION AND APPROVAL OF MINUTES**

Board member Bob Brandt moved to approve the Board Minutes for June 19, 2002. Board member Marge Savage seconded the motion. The vote was unanimous.

**V. REPORTS**

**A. Chair's Report**

Sonja Peterson discussed the need for an Executive Committee meeting. After discussion, it was decided that the Executive Committee would meet on September 18, 2002 in Fergus Falls at 12:00 p.m.

**B. Finance Committee Report**

Committee Chair Renee Jenson reported that the Finance Committee will recommend several grants for approval which will be presented later in the meeting.

**C. Personnel Committee Report**

David Flannery reported that the Request for Proposal's had been sent out to a number of search firms with a deadline response date of September 6. Committee Chair Mark French reported that the Personnel Committee will look at all submitted RFP's after September 6 and then set up interview dates for the selected finalists.

**D. Bylaws Task Force**

Committee Chair Bob Brandt reported that the Bylaws Task Force will recommend the Board adopt the final Bylaws Draft later in the meeting. Chair Sonja Peterson thanked the Bylaws Task Force for their work.

**E. Executive Director's Report**

David Flannery reported that the Minnesota Arts Retreat that was held at FAIR School was a success and thanked Mary Jones and Barbara Cox for their contribution. David stated that Craig Farmer and Joanne Winter will be attending all future Board meetings as SRSEA representatives. David also referred to the Conflict of Interest statement in the Board packets that Board members need to fill out and return to Karen Sandt.

**VI. CONSENT CALENDAR**

**A. New Teachers**

Recommend the Board offer a contract to Robert Frey for the first semester of the 2002/2003 School Year.

Recommend the Board offer a contract to Jim Miles for the 2002/2003 School Year.

**B. September Board Meeting**

Recommend that Board approve a Board meeting to be held in Fergus Falls on September 18, 2002.

**Board member Mark French moved to adopt the items on the consent calendar. Board member Marge Savage seconded the motion. The vote was unanimous.**

**VII. OLD BUSINESS**

**A. Bylaws**

Committee Chair Bob Brandt outlined the changes made to the Bylaws. After further discussion, the following motion was made:

Board member Bob Brandt moved that the Board adopt the Bylaws as presented. Board member Alex Boies seconded the motion. The vote was unanimous.

#### **B. Board Calendar**

The Board discussed possible dates and times for Board and committee meetings. After further discussion, the following motion was made:

**Board member Renee Jenson moved to adopt the following Board Calendar for 2002/03. Board member Penny Johnson seconded the motion. The vote was unanimous.**

August 27, 3:00 p.m. – Special Meeting of the Board (Budget)  
September 18, 12:00 p.m. (Fergus Falls) – Executive Committee Meeting  
September 18, 2:00 p.m. (Fergus Falls) – Full Board Meeting  
October 9, 3:00 p.m. – Special Meeting of the Board (Budget)  
October 22, 9:00 a.m. – Annual Board Retreat  
November 20, 3:00 p.m. – Full Board Meeting  
December 18, 2:00 p.m. – Finance Committee  
December 18, 3:00 p.m. – Full Board Meeting  
January 15, 3:00 p.m. – Full Board Meeting  
February 19, 3:00 p.m. – Full Board Meeting

#### **C. Board Committee List**

Board members expressed their preferences for which committees they would like to be members of. A list will be presented at the next Executive Committee meeting for final approval.

### **VIII. SISTER SCHOOL**

David Flannery and Mark Youngstrom discussed with the Board the desired interaction with the sister school and the following motion was made:

**Board member Dan Reigstad moved that the Board of the Perpich Center for Arts Education encourages the Administration and Faculty of the Arts High School to continue to identify shared goals and activities by which a Sister School Relationship that benefits students can be established and developed. Board member Tina Anderson Richards seconded the motion. The vote was unanimous.**

### **IX. PERSONNEL**

#### **A. Resignations**

**Board member Mark French moved to accept the following resignations. Board member Marge Savage seconded. The vote was unanimous.**

Jules Darg, effective August 23, 2002  
Liz Johnson, effective August 8, 2002  
Julibeth Petter, effective August 21, 2002

## **B. Exemptions**

Board member Renee Jenson moved to declare that the following five positions qualify as exemptions to the state hiring freeze under Exemption 5 of Julian Carter's memorandum of May 20, 2002. Board member Bob Brandt seconded the motion. The vote was unanimous.

Guidance Counselor position for Liz Johnson  
School Nurse position for Julibeth Petter  
Executive Assistant position for Jules Darg  
English teacher position for Beth Fratzke  
Social studies teacher position for Jenny Zanner

## **X. NEW BUSINESS**

### **A. Fixed Asset and Receipt Management Policies**

David Flannery reviewed the Fixed Asset and Receipt Management Policies with the Board. A final version will be presented at the next meeting for Board approval.

### **B. Biennium Items**

#### **1. Biennium Budget Instructions and Center Process**

Board member Penny Johnson moved that the Board officially thank those employees and parents who collectively spent hundreds of hours doing the hard work of identifying priorities and searching out savings so that the cuts that had to be made could be in areas that minimized the negative impact on important Center programs and services. Further, they are to be commended for doing this work in ways that increased rather than decreased trust and mutual support. Board member Dan Reigstad seconded the motion. The vote was unanimous.

#### **2. Biennium Budget Preparation Direction**

David Flannery discussed the directive to all state agencies from Commissioner Pam Wheelock to prepare biennium operating budgets that are 10% less than the appropriation for 2003. In addition, agency heads were told that they needed to account for anticipated increased in compensation, health insurance and for inflation which would result in approximately an additional 5% cut.

#### **3. Biennium Budget Process**

Elsie Martin updated the Board on the review process the Center is using to link expenditures to the mission the Board defined, and also the roles of the staff and the Board. A copy of the presentation is attached.

### **C. Grant Approvals**

#### **1. PASS School Program Grants**

Mary Jones presented background and details of the following PASS school grants for Fiscal Year 2003. The Finance Committee recommended Board approval of the following grants, and the following motions were made:

**Board member Penny Johnson moved to recommend that the Board for the Perpich Center for Arts Education award a grant to El Colegio Charter School in the amount of \$5,500.00 for Fiscal Year 2003. Board member Marge Savage seconded the motion. The vote was unanimous.**

**Board member Penny Johnson moved to recommend that the Board for the Perpich Center for Arts Education award a grant to Galumph Interactive Theater in the amount of \$5,500.00 for Fiscal Year 2003. Board member Marge Savage seconded the motion. The vote was unanimous.**

**Board member Penny Johnson moved to recommend that the Board for the Perpich Center for Arts Education award a grant to Minneapolis Public Schools/North Community High School in the amount of \$5,500.00 for Fiscal Year 2003. Board member Bob Brandt seconded the motion. The vote was unanimous.**

**Board member Penny Johnson moved to recommend that the Board for the Perpich Center for Arts Education award a grant to Minneapolis Public Schools/Roosevelt High School in the amount of \$5,500.00 for Fiscal Year 2003. Board member Marge Savage seconded the motion. The vote was unanimous.**

**Board member Penny Johnson moved to recommend that the Board for the Perpich Center for Arts Education award a grant to Minneapolis Public Schools/Southwest High School in the amount of \$5,500.00 for Fiscal Year 2003. Board member Renee Jenson seconded the motion. The vote was unanimous.**

**Board member Penny Johnson moved to recommend that the Board for the Perpich Center for Arts Education award a grant to Minneapolis High Schools/Work Opportunity Center in the amount of \$5,500.00 for Fiscal Year 2003. Board member Mary Frances seconded the motion. The vote was unanimous.**

**Board member Penny Johnson moved to recommend that the Board for the Perpich Center for Arts Education award a grant to St. Paul Public Schools/Central High School Team #2 in the amount of \$5,500.00 for Fiscal Year 2003. Board member Marge Savage seconded the motion. The vote was unanimous.**

Board member Penny Johnson moved to recommend that the Board for the Perpich Center for Arts Education award a grant to St. Paul Public Schools/Highland Park Senior High Team #1 in the amount of \$5,500.00 for Fiscal Year 2003. Board member Bob Brandt seconded the motion. The vote was unanimous.

Board member Penny Johnson moved to recommend that the Board for the Perpich Center for Arts Education award a grant to St. Paul Public Schools/Highland Park Senior High Team #2 in the amount of \$5,500.00 for Fiscal Year 2003. Board member Marge Savage seconded the motion. The vote was unanimous.

Board member Penny Johnson moved to recommend that the Board for the Perpich Center for Arts Education award a grant to Urban Arts Academy in the amount of \$5,500.00 for Fiscal Year 2003. Board member Mary Frances Skala seconded the motion. The vote was unanimous.

## **2. ASAP School Program Grants**

Mary Jones presented background and details of the following ASAP school grants for Fiscal Year 2003. The Finance Committee recommended Board approval of the following grants, and the following motions were made:

Board member Renee Jenson moved to recommend that the Board for the Perpich Center for Arts Education award a grant to Dawson-Boyd School District in the amount of \$5,500.00 for Fiscal Year 2003. Board member Mary Frances Skala seconded the motion. The vote was unanimous.

Board member Renee Jenson moved to recommend that the Board for the Perpich Center for Arts Education award a grant to Glencoe-Silver Lake CAPP in the amount of \$5,500.00 for Fiscal Year 2003. Board member Alex Boies seconded the motion. The vote was unanimous.

Board member Renee Jenson moved to recommend that the Board for the Perpich Center for Arts Education award a grant to Ivan Sand Community School (Elk River) in the amount of \$5,500.00 for Fiscal Year 2003. Board member Marge Savage seconded the motion. The vote was unanimous.

Board member Renee Jenson moved to recommend that the Board for the Perpich Center for Arts Education award a grant to Kelliher Public School (ISD #36) in the amount of \$5,500.00 for Fiscal Year 2003. Board member Mary Frances Skala seconded the motion. The vote was unanimous.

Board member Renee Jenson moved to recommend that the Board for the Perpich Center for Arts Education award a grant to Morris Area High School in the amount of \$5,500.00 for Fiscal Year 2003. Board member Marge Savage seconded the motion. The vote was unanimous.

Board member Renee Jenson moved to recommend that the Board for the Perpich Center for Arts Education award a grant to Paramount Arts District, St. Cloud in the amount of \$5,500.00 for Fiscal Year 2003. Board member Penny Johnson seconded the motion. The vote was unanimous.

Board member Renee Jenson moved to recommend that the Board for the Perpich Center for Arts Education award a grant to Parkers Prairie Public Schools in the amount of \$5,500.00 for Fiscal Year 2003. Board member Alex Boies seconded the motion. The vote was unanimous.

Board member Renee Jenson moved to recommend that the Board for the Perpich Center for Arts Education award a grant to Parkview Center School, Roseville in the amount of \$5,500.00 for Fiscal Year 2003. Board member Mary Frances Skala seconded the motion. The vote was unanimous.

Board member Renee Jenson moved to recommend that the Board for the Perpich Center for Arts Education award a grant to Stage Theater Company in the amount of \$5,500.00 for Fiscal Year 2003. Board member Alex Boies seconded the motion. The vote was unanimous.

### **3. ASAP School Program Grants**

Mary Jones presented background and details of the following ASAP school grants for Fiscal Year 2003. The Finance Committee recommended Board approval of the following grants, and the following motions were made:

Board member Mary Frances Skala moved to recommend that the Board for the Perpich Center for Arts Education award a grant to Minneapolis Public Schools/Bancroft Elementary School in the amount of \$5,500.00 for Fiscal Year 2003. Board member Alex Boies seconded the motion. The vote was unanimous.

Board member Mary Frances Skala moved to recommend that the Board for the Perpich Center for Arts Education award a grant to Minneapolis Public Schools/Clara Barton Open School in the amount of \$5,500.00 for Fiscal Year 2003. Board member Alex Boies seconded the motion. The vote was unanimous.

Board member Mary Frances Skala moved to recommend that the Board for the Perpich Center for Arts Education award a grant to Minneapolis Public Schools/Lake Harriet Community School in the amount of \$5,500.00 for Fiscal Year 2003. Board member Renee Jenson seconded the motion. The vote was unanimous.

### **4. ASAP School Program Grants**

Mary Jones presented background and details of the following ASAP school grants for Fiscal Year 2003. The Finance Committee recommended Board approval of the following grants, and the following motions were made:

**Board member Penny Johnson moved to recommend that the Board for the Perpich Center for Arts Education award a grant to A Center for the Arts, Fergus Falls in the amount of \$5,500.00 for Fiscal Year 2003. Board member Dan Reigstad seconded the motion. The vote was unanimous.**

**Board member Penny Johnson moved to recommend that the Board for the Perpich Center for Arts Education award a grant to Edge of the Wilderness Community Center in the amount of \$5,500.00 for Fiscal Year 2003. Board member Bob Brandt seconded the motion. The vote was unanimous.**

**Board member Penny Johnson moved to recommend that the Board for the Perpich Center for Arts Education award a grant to Intermediate District #287/Options North HS New Hope in the amount of \$5,500.00 for Fiscal Year 2003. Board member Mary Frances Skala seconded the motion. The vote was unanimous.**

**Board member Penny Johnson moved to recommend that the Board for the Perpich Center for Arts Education award a grant to LaCrescent - Hokah Middle School in the amount of \$5,500.00 for Fiscal Year 2003. Board member Mohammed Lawal seconded the motion. The vote was unanimous.**

**Board member Penny Johnson moved to recommend that the Board for the Perpich Center for Arts Education award a grant to Northfield Public Schools in the amount of \$5,500.00 for Fiscal Year 2003. Board member Alex Boies seconded the motion. The vote was unanimous.**

**Board member Penny Johnson moved to recommend that the Board for the Perpich Center for Arts Education award a grant to Odyssey Charter School, Brooklyn Park in the amount of \$5,500.00 for Fiscal Year 2003. Board member Dan Reigstad seconded the motion. The vote was unanimous.**

**Board member Penny Johnson moved to recommend that the Board for the Perpich Center for Arts Education award a grant to Ramsey Elementary School, Montevideo in the amount of \$5,500.00 for Fiscal Year 2003. Board member Mohammed Lawal seconded the motion. The vote was unanimous.**

#### **5. pARTner School Program Grants**

Mike Hiatt presented background and details of the following pARTner school program grants for Fiscal Year 2003. The Finance Committee recommended Board approval of the following grants, and the following motions were made:

Board member Renee Jenson moved to recommend that the Board for the Perpich Center for Arts Education award a grant to Albert Lea High School in the amount of \$18,000.00 for Fiscal Year 2003. Board member Mary Frances Skala seconded the motion. The vote was unanimous.

Board member Renee Jenson moved to recommend that the Board for the Perpich Center for Arts Education award a grant to Cold Spring Ricori High School in the amount of \$15,000.00 for Fiscal Year 2003. Board member Mary Frances Skala seconded the motion. The vote was unanimous.

Board member Renee Jenson moved to recommend that the Board for the Perpich Center for Arts Education award a grant to Elk River High School in the amount of \$30,000.00 for Fiscal Year 2003. Board member Alex Boies seconded the motion. The vote was unanimous. Board member Mohammed Lawal has a conflict of interest with this motion.

Board member Renee Jenson moved to recommend that the Board for the Perpich Center for Arts Education award a grant to Grand Marais' Cook County High School in the amount of \$30,000.00 for Fiscal Year 2003. Board member Mary Frances Skala seconded the motion. The vote was unanimous.

Board member Renee Jenson moved to recommend that the Board for the Perpich Center for Arts Education award a grant to Linwood A+ Elementary School – St. Paul in the amount of \$8,000.00 for Fiscal Year 2003. Board member Bob Brandt seconded the motion. The vote was unanimous.

Board member Renee Jenson moved to recommend that the Board for the Perpich Center for Arts Education award a grant to Northfield High School in the amount of \$15,000.00 for Fiscal Year 2003. Board member Alex Boies seconded the motion. The vote was unanimous.

Board member Renee Jenson moved to recommend that the Board for the Perpich Center for Arts Education award a grant to Sheridan Global Arts Magnet School – Mpls. in the amount of \$8,000.00 for Fiscal Year 2003. Board member Mary Frances Skala seconded the motion. The vote was unanimous.

Board member Renee Jenson moved to recommend that the Board for the Perpich Center for Arts Education award a grant to Thief River Falls Lincoln High School in the amount of \$30,000.00 for Fiscal Year 2003. Board member Alex Boies seconded the motion. The vote was unanimous.

Board member Renee Jenson moved to recommend that the Board for the Perpich Center for Arts Education award a grant to Westbrook/Walnut Grove High School in the amount of \$30,000.00 for Fiscal Year 2003. Board member Mary Frances Skala seconded the motion. The vote was unanimous. Board member Tina Anderson Richards has a conflict of interest with this motion.

The Finance Committee recommended the Board accept the following grant and the following motion was made:

**Board Member Mary Frances Skala moved to recommend that the Board for the Perpich Center for Arts Education accept a grant from the Ronal F. Kinney Foundation in the amount of \$5,000 for the Visual Arts Department. Board member Mohammed Lawal seconded the motion. The vote was unanimous.**

**XI. Adjourn**

Chair, Sonja Peterson adjourned the meeting at 5:40 p.m.

# SPECIAL BOARD MEETING

AUGUST 27, 2002

## MINUTES

Chair Sonja Peterson convened the meeting at 3 p.m. The single purpose of the for the meeting was to continue the Biennium Budget process by ranking the seven Center objectives.

In Attendance: Dan Reigstad, Penny Johnson, Renee Jenson, Mohammed Lawal, Bob Brandt, Sonja Peterson, Alex Boies, and Mark French. Staff members included: David Flannery, Mike Hiatt, Pam Paulson and Mark Youngstrom.

David Flannery distributed copies of the Admission materials and a clean copy of the Board Bylaws.

During the meeting Board Members ranked the objectives by placing one hundred poker chips on the objectives according to their assigned value. Next each Board and staff member discussed why they ranked the objectives the way they did. Following this everyone did another ranking and redistributed the poke chips. The results, which included only the Board and Interim Executive Director rankings, were tabulated.

The final ranking done by the directors and staff as well as the ranking done by the Board are attached.

Chair Peterson adjourned the meeting at 5:03 p.m.

# **PERPICH CENTER ARTS EDUCATION**

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## **Board Meeting Notes September 18, 2002**

**Lake Region Arts Council  
133 South Mill Street (in the River Inn)  
Fergus Falls, Minnesota**

### **I. CALL MEETING TO ORDER**

Chair Sonja Peterson called the meeting to order at 1:40 p.m.

### **II. ROLL CALL**

**Present:** Sonja Peterson, Bob Brandt, Mark French, Renee Jenson, Penny Johnson, Dan Reigstad, Jane McWilliams, David Flannery, Pam Paulson, Joann Winters, MaryAnn Dorsey

**Absent:**

Patricia Anderson, Mary Frances Skala, Robert Tracy, Mohammed Lawal, Marjorie Savage.  
Tina Anderson-Richards, Alex Bois

### **III. APPROVAL OF AGENDA**

Discussed but for lack of a QUORUM. No action was taken.

### **IV. CONSIDERATION AND APPROVAL OF MINUTES**

Discussed but for lack of a QUORUM. No action was taken.

### **V. REPORTS**

#### **A. *Chair's Report – Sonja Peterson***

Sonja expressed the concern of not having a completed Board Policy Manual. Recommended that one should be developed sometime soon and suggested that electronic voting should be incorporated into the Board Policy Manual.

## **B. Committee Reports**

1. **Executive Committee** – Sonja reported board members' preferences for which committees they would like to be members of. She would like to remain on the Programs Committee but not as Chair. Mark French would like to be removed from Programs Committee but will stay until there's a replacement. David Flannery is to check with Mohammed Lawal, Patricia Anderson and Marjorie Savage to see if they're interested to be in the Programs Committee. Retreat planning was also discussed.
2. **Finance Committee** – Renee Jenson expressed concerns over the directive to cut the budget. A 10% cut is expected. A list will be presented to the board members identifying activities and/or programs that won't happen if the budget is reduced by 10%.
3. **Personnel Committee** – Mark French reported that proposals from eleven search firms were received and reviewed. Based on the credentials and bios provided by each search firm, three were selected to be interviewed on 09/26/02.
4. **Board Development** – Bob Brandt talked briefly about the Bylaws. Personal liability was discussed. Issues related to "Conflicts of Interest and the Open Meeting Law", were areas where the board members may be held liable personally. At future date David will ask Beverly Bryant, A.G. to help us understand our responsibilities in these two areas.

## **C. Executive Director's Report**

David Flannery informed the board that another of PCAE's previous graduates would like to be a member of the board. The board did discuss whether David has the authority to hire and fire employees.

## **VI. CONSENT CALENDAR**

### **A. New Teachers**

Discussed but for lack of a QUORUM. No action was taken.

### **D. Board Policies: Second Reading**

Discussed but for lack of a QUORUM. No action was taken.

## **VII. OLD BUSINESS**

### **A. Acceptance of Grants**

Discussed but for lack of a QUORUM. No action was taken.

**B. Biennial Budget Process**

Discussed but for lack of a QUORUM. No action was taken.

**VIII. PERSONNEL**

**A. Executive Director Search**

Three finalist search firms were selected. A successful search firm will be selected at the September 26<sup>th</sup> meeting.

**B. Executive Assistant**

Discussed but for lack of a QUORUM. No action was taken.

**C. Leaves**

Discussed but for lack of a QUORUM. No action was taken.

**IX. NEW BUSINESS**

**A. Joint Sponsorship of an Athletic Team**

Discussed but for lack of a QUORUM. No action was taken.

**B. Area Presentations**

Discussed but for lack of a QUORUM. No action was taken.

**X. Information**

**XI. Open Forum**

**XII. Adjourn**

Chair, Sonja Peterson adjourned meeting at 2:45 p.m.

# PERPICH CENTER ARTS EDUCATION

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## Executive Meeting Minutes September 18, 2002

Lake Region Arts Council  
133 South Mill Street (in the River Inn)  
Fergus Falls, Minnesota

### Present at Meeting:

Sonja Peterson, Bob Brandt, Mark French, Renee Jenson, David Flannery & Mark Youngstrom

### Not Present:

Marjorie Savage

1. There was a general discussion about a lawsuit served against the Center. David Flannery reported that J. P. Barone from the Attorney General's Office will be defending the Center. There was also a brief discussion about personal liability and responsibility of the board members relating to lawsuits.
2. The Committee expresses concerns about recent employee turnovers. They wanted to know whether exit interviews were done. Mark Youngstrom, the school principal commented that there were many and various reasons for the leaves. Some may be due to better compensation, better fit for the employee's future, changes in operation due to budget cuts, or simply a need for a change etc. Mark French suggested perhaps regular board-staff group meeting to be proactive and offered to facilitate the meeting on behalf of the board.
3. There was also a brief discussion about the number of students enrolled this year. Mark Youngstrom reported 318 were admitted and presently 309 students attending. He also reports that the Center lost three students due to withdraws for various reasons. The Committee recommended an exit interview process be in placed for students. (This is a part of our regular student services procedure.)
4. David Flannery reported on a chemical incident that occurred in the Center's dormitory. As a result a student is withdrawing from the school.

Meeting was adjourned at 12:45 p.m.

Approved 11/20/02

B1  
(B1-B4)

## **PERPICH CENTER ARTS EDUCATION**

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6125 Olson Memorial Hwy., Golden Valley, MN 55422

### **Special Board Meeting Minutes**

**October 9, 2002 @ 3:00 p.m.**

#### **Perpich Center for Arts Education, Visitors Center**

At 3:15 p.m., the board members present decided to start discussion as the meeting was due to start at 3:00 p.m. The joint sponsorships of athletic teams and lawsuit were discussed. The joint sponsorship discussed was for a girls hockey team with Armstrong High School. Board members Alex Boies arrived at 3:30 p.m. and Marjorie Savage arrived at 3:43 p.m., which made it possible for a quorum. The meeting was officially called to order at 3:45 p.m.

#### **I. Call Meeting to Order**

Vice Chair Bob Brandt, acting in Sonja Peterson's absence called meeting to order at 3:45 p.m.

#### **II. Roll Call**

##### **Board Members Present:**

Bob Brandt, Mark French, Mary Frances Skala, Renee Jenson, Penny Johnson, Dan Reigstad, Tina-Richards Anderson, Alex Boies (arrived at 3:30 p.m.) and Marjorie Savage (arrived at 3:43 p.m.)

##### **Board Members Absent:**

Sonja Peterson, Patricia Anderson, Mohammed Lawal, Robert Tracy and Jane McWilliams

##### **Others Members Present:**

David Flannery, Pam Paulson, Mike Hiatt, Elmore James, Mark Youngstrom, Mary Jones, Craig Farmer, Douglas Kuehn (father of Jessica Kuehn, student)

#### **III. Approval of Agenda**

#### **IV. Consideration and Approval of Minutes**

1. Regular Meeting of August 14, 2002; B/1-10
2. Special Meeting of August 27, 2002, B/11

Board member Dan Reigstad moved to approve the Agenda, Regular Meeting of August 14, 2002 and Special Meeting of August 27, 2002. Board member Renee Jenson seconded the motion. The vote was unanimous.

## **V. Reports**

### **A. Chair's Report – Sonja Peterson**

Chair Sonja Peterson was absent; no report.

### **B. Committee Reports**

#### **1. Executive Committee – Sonja Peterson**

Chair Sonja Peterson was absent; no report.

#### **2. Finance Committee - Renee Jenson**

No report as committee will meet following this meeting.

#### **3. Personnel Committee - Mark French**

Chair Mark French will report on the Committee's activities and on their recommendation of a search firm later in this meeting.

#### **4. Board Development**

No report as committee have not met.

### **C. Executive Director's Report**

David Flannery reported on a joint sponsorship of a hockey team with the Armstrong High School. David also listed his reasons for recommending against the request for joint sponsorship. Lawsuit served against the Center was briefly discussed. It was agreed to have a full board closed meeting with the Center's attorney.

His reasons include:

1. The students are with us for only two years and to get the maximum from wonderful opportunity, the focus should be on academic and artistic development.
2. Since only a small percentage of our students live close enough to their home high schools to be able to participate in athletics, there is an issue with equity.
3. Through the yeas, students have been accepted and declined to attend because they were told that they could not participate in athletics. Other AHS students were denied a similar opportunity in past years.

4. Stepping into the area of competitive athletics could lead to involvement in other activities which, together, could take away from our focus and our special mission.

## **VI. Consent Calendar**

### **A. New Positions**

1. Counselor - Recommend the Board offer a contract to Cathy Wafford as the high school counselor beginning on August 26, 2002.
2. School Nurse - Recommend the Board offer a .75 FTE contract to Jolene Rayer as School Nurse August 26, 2002.
3. Executive Assistant - Recommend the appoint Kou Vang to be the Executive Assistant to the Executive Director beginning September 16, 2002.
4. Math Teacher - Recommend the board appoint Tom Walerius for the rest of the 2002/2003 school year as an Arts High School Math Teacher.

### **B. Board Policies: Second Reading**

Recommend that the Board adopt the Fixed Assets Management and Control Policy and the Receipt Management Policy.

### **C. Leaves**

Recommend the Board approve a one-year leave for Maryann Dorsey subject to a year's extension if an extension is judged to be in the best interest of the Center.

**Board member Mark French moved to approve all the items on the Consent Calendar, A through C. Board member Dan Reigstad seconded the motion. The vote was unanimous.**

## **VII. Old Business**

### **A. Acceptance of Grants**

Recommend the Board approve a PASS grant for \$5,500 for the 2002/2003 school year for St. Paul Public Schools, Central High School Team #1.

**Board member Marjorie Savage moved to approve the PASS grant. Board member Renee Jenson seconded the motion. The vote was unanimous.**

### **B. Biennial Budget Process**

David Flannery and Elsie Martin's reviewed the budget planning process. A draft letter that describes the impact of the mandated 10% budget cut was presented to the Board for consideration and approval. This draft letter actually was used to prepare a budget report for the Department of Finance that was due October 15, 2002.

## **VIII. Personnel**

### **A. Executive Director Search**

Chair Mark French reported that after interviewing the three representatives, the Personnel Committee agreed that DHR of Short Hills NJ was the best candidate to help us do the executive director search. If the Board approved, James Abruzzo and Michelle Counter of DHR search firm can be present at the Board Retreat meeting of October 22<sup>nd</sup>. David Flannery also added that if approved, James Abruzzo and Michelle Counter would come on October 21<sup>st</sup> to meet with directors, staff, students and board members.

**Board Member \_\_\_\_\_ moved to approve the DHR of Short Hills NJ to conduct the executive director search. Board Member \_\_\_\_\_ seconded the motion. The vote was unanimous.**

## **IX. New Business**

### **A. Joint Sponsorship of an Athletic Team**

After much discussion of the advantages and disadvantages of Joint Sponsorship of an athletic team, the following actions were taken:

**Board member Renee Jenson moved to approve the joint sponsorship with Armstrong High School for the girls hockey team. Board member Dan Reigstad seconded the motion.**

**Then board member Mary Frances Skala recommended that the joint sponsorship be for one year until an extra curriculum policy for the Center is developed. Board member Renee Jenson seconded and accepted this amendment.**

**Renee Jenson motioned to request that the Executive Director develop a policy that sets down criteria and conditions for extra curriculum participation. Marjorie Savage seconded the motion.**

## **X. Open Forum**

## **XI. Adjourn**

Vice Chair Bob Brandt, acting in Sonja Peterson's absence called meeting to adjourn at 4:45 p.m.

## Perpich Center for Arts Education

### **Receipt Management Policy**

In order to secure and protect daily receipts, it shall be the policy of the Board of the Perpich Center for Arts Education to follow applicable state law and policy.

Applicable state statutes, policies and procedures: Statute Section 16A.275  
Accounting and Procurement System, Operating Policy and Procedure #0602-03

### **Receipt Management Procedures**

Consistent with Statute Section 16A.275 and Accounting and Procurement System, Operating Policy and Procedure number 0602-03, financial and clerical staff will:

- a) restrictively endorse checks with the Center's bank deposit stamp and promptly enter the transaction in the check log.
- b) make deposits in the Center's designated depository bank when receipts total \$250, in cash or checks.
- c) keep all cash and checks totaling less than \$250 in a locked place.

## **Fixed Assets Management and Control Policy**

To safeguard and monitor fixed assets, it shall be the policy of the Board to strictly follow the policy and procedures established by the Department of Administration, Materials Management Division.

Definition: A fixed asset is property, other than buildings and land that costs \$2,000 or more, has a normal useful life expectancy exceeding two years and maintains its identity while in use.

## **Fixed Assets Management and Control Procedures**

The Perpich Center for Arts Education shall safeguard assets through continuous monitoring by the Fixed Asset Coordinator and Security staff. Center staff will:

- a) annually perform an inventory of all fixed assets.
- b) report fixed assets that become obsolete to the Surplus Services on the proper forms
- c) will delete obsolete items from the inventory when permission has been granted by Surplus Services staff.
- d) report suspected unlawful use of state property to the legislative auditor in a timely way.
- e) report all instances of stolen, lost or damaged fixed assets to the appropriate staff at the Department of Administration.
- f) report each theft of fixed assets to the appropriate law enforcement agency.
- g) will update fixed asset information in the Fixed Asset Inventory System (FAIS) in compliance with the Department of Finance following each inventory.

*approved 2/19/03*

# PERPICH CENTER ARTS EDUCATION

Arts High School • Professional Development • Research

6125 Olson Memorial Hwy., Golden Valley, MN 55422

## Finance Committee Meeting Minutes

October 9, 2002

Perpich Center for Arts Education, Visitors Center

### **Board Committee Members Present:**

Renee Jensen, Penny Johnson, Dan Reigstad and Mary Frances Skala

### **Board Committee Members Absent:**

Patty Anderson and Jane McWilliams

### **Non-Board Members Present:**

David Flannery, Mike Hiatt, Mary Sundet Jones, Pam Paulson, Mark Youngstrom and Elmore James.

**Committee Chair Renee Jensen convened the meeting at 5:09 p.m.**

### **Approval of the Agenda:**

Committee member Penny Johnson moved to approve the agenda and addendum as prepared. Dan Reigstad seconded the motion. The vote was unanimous.

### **Election of the Chair:**

Renee Jensen was nominated and elected Chair of the Finance Committee.

### **MA&EP Grants:**

Mike Hiatt and Mary Sundet Jones presented background, rationale and recommendation to award a MA&EP grant to the St. Paul Public Schools for \$12,500 and a grant to the Minneapolis Schools for \$20,000. The grant period would be FY 03 and FY 04. After questions and discussion:

**Committee member Mary Frances Skala moved to recommend that the full Board award these grants at their next meeting. Committee member Dan Reigstad seconded the motion. The vote was unanimous.**

Mike and Mary then presented the background, rationale and recommendation to the committee for two Artful Teaching Grants for \$28,000 for Kelliher School District and for \$24,000 for Jefferson School in the St. Cloud School District. After questions and discussion:

Committee member Dan Reigstad moved to recommend that the full Board award the grants to Kelliher and Jefferson School. Committee member Mary Frances Skala seconded the motion. The vote was unanimous.

#### **Lesson Lab-AIR/PCAE Collaboration**

Mike Hiatt and Pam Paulson led a discussion on the advantages of collaborating with a local Lesson Lab affiliate, AIR, Associated Information Resources, in developing and using technology to teach and promote best practices in arts education. The discussion went back and forth between this specific partnership with a possible Blandin grant application to a more general discussion of when and with what criteria do we partner and seek grants or additional revenue. After considerable discussion:

Committee member Dan Reigstad moved to encourage PDI and RACC staff to continue to collaborate with AIR and to take preliminary steps in the Blandin grant process. Committee member Mary Frances seconded the motion. The vote was unanimous.

Committee members and staff all felt that this collaboration would, if successful, provide technology that would allow us to achieve our mission more effectively and often, particularly in out-state Minnesota. The effort has statewide reach, which was also part of the suggested criteria.

Pam Paulson agreed to draft criteria that the Finance Committee could consider and eventually recommend to the Board as a direction and help in deciding on partnerships, grant applications and revenue sources.

#### **Other:**

Renee Jensen wanted the administration to make it clear with the staff that dollars spent this year on a search firm and the fact that money could not be saved and used to offset staff cuts next year.

Elmore James distributed an Expense Accounts Comparison, which shows differences between budgeted and actual expenditures for FY 02.

Committee member Penny Johnson moved to adjourn the meeting at 6:09 p.m. Committee member Dan Reigstad seconded the motion. The vote was unanimous.  
Minutes prepared by David Flannery  
October 10, 2002

*Approved 11/20/02*

**PERPICH CENTER  
ARTS EDUCATION**

Arts High School • Professional Development • Research

6125 Olson Memorial Hwy., Golden Valley, MN 55422

## **Special Closed Meeting Minutes**

***October 22, 2002 @ 8:30 a.m.***

***Perpich Center for Arts Education, Glass Room, GAIA***

**I. Call Meeting to Order**

Vice Chair Bob Brandt, acting in Sonja Peterson's absence called meeting to order at 8:40 a.m.

**II. Roll Call**

**Board Members Present:** Tina-Richards Anderson (arrived @ 9:03), Alex Boies, Bob Brandt, Mark French, Renee Jenson, Penny Johnson, Mohammed Lawal, Jane McWilliams, Sonja Peterson (speaker phone), Dan Reigstad, Marjorie Savage, Mary Frances Skala

**Board Members Absent:** Patricia Anderson, Robert Tracy

**Others Present:**

David Flannery, Kou Vang, Gary Cunningham from the Attorney General's Office

**III. Lawsuit**

Gary Cunningham provided the Board with an overview of the suit and discussed following steps. Mr. Cunningham and the Board discussed a request by Dr. David O'Fallon for certification and indemnification.

**IV. Adjourn**

Vice Chair Bob Brandt adjourned meeting at 9:55 a.m.

Approved 11/20/02

**PERPICH CENTER  
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## **Annual Board Retreat Meeting Minutes**

***October 22, 2002 @ 10:03 a.m.***

***Perpich Center for Arts Education, Glass Room, GAIA***

### **I. Call Meeting to Order**

Vice Chair Bob Brandt, acting in Sonja Peterson's absence called meeting to order at 10:03 a.m.

### **II. Roll Call**

**Board Members Present:** Tina-Richards Anderson, Alex Boies, Bob Brandt, Mark French (left @ 11:50 a.m.), Renee Jenson, Penny Johnson, Mohammed Lawal (left @ 11:50 a.m.), Jane McWilliams, Dan Reigstad, Marjorie Savage, Mary Frances Skala

**Board Members Absent:** Patricia Anderson, Sonja Peterson, Robert Tracy

**Others Present:**

David Flannery, Pam Paul, Michael Hiatt, Kou Vang, James Abruzzo, DHR International

### **III. Approval of Agenda**

Board member \_\_\_\_\_ moved to approve the Board agenda for October 22, 2002. Board member \_\_\_\_\_ seconded the motion. The vote was unanimous.

### **IV. Lawsuit Resolution**

Dan Reigstad moved to approve and Mary Frances Skala seconded a motion calling for the Board, as provided by Minnesota Statue 3.736, Subdivision 9, to certify and indemnify former Executive Director, David O'Fallon, in all matters specified in the Kathleen Regalado lawsuit and further authorize David Flannery to sign the necessary documents relating there to.

The vote was 11 yes and 1 no. Members in favor: Tina Richards Anderson, Alex Boies, Bob Brandt, Mark French, Penny Johnson, Mohammed Lawal, Jane McWilliams, Dan Reigstad, Marjorie Savage, Mary Frances Skala and Sonja Peterson (by speaker phone). Members opposed: Renee Jenson.

## **V. Approval of Grants**

### **1. Arts Education Model Development Program (Artful Teaching and Learning)**

This grant request is for the Kelliher School in the amount of \$28,000 and for Jefferson Elementary School, St. Cloud (4-6) in the amount of \$24,000. This grant request is explained in a memo dated 10/02/02 from Michael Hiatt.

**Board member Renee Jenson moved to approve the Kelliher School grant. Board member Alex Boies seconded the motion. The vote was unanimous.**

**Board member Alex Boies moved to approve the Jefferson Elementary School, St. Cloud (4-6) grant. Board member Renee Jenson seconded the motion. The vote was unanimous.**

### **2. Minneapolis and Saint Paul**

This grant request is for the Saint Paul Public Schools in the amount of \$12,500.00 and the Minneapolis Public Schools/Arts for Academic Achievement in the amount of \$20,000.00. This grant request is explained in a memo dated 10/02/02 from Michael Hiatt.

**Board member Dan Reigstad moved to approve the Saint Paul Public Schools grant. Board member Renee Jenson seconded the motion. The vote was unanimous.**

**Board member Renee Jenson moved to approve the Minneapolis Public schools/Arts for Academic Achievement grant. Board member Dan Reigstad seconded the motion. The vote was unanimous.**

## **VI. Executive Director Search**

### **1. Interviewing Process**

James Abruzzo, DHR International, led the discussion on the search process. The board members talked about whether the interviews could or should be private or public and what laws pertained. Pam Paulson told the Board about the last executive director search, which was public. All parties responded well to that process. James Abruzzo brought to the Board's attention the fact

that there might be some narrowing of the pool of candidates if the interviews were public.

After much discussion, the Board concluded that the Personnel Committee should work closely with James Abruzzo in identifying qualified candidates. The Board also recommended that the Personnel Committee develop a selection process including criteria and level of participation for consideration at the next Full Board meeting on November 20<sup>th</sup>.

## **2. Building the Profile**

James Abruzzo recommended that the Board consider identifying the Center's challenges as well as the vision and mission for the next 5-10 years. After some discussion, the following issues were identified as important:

- a. Revenue
- b. Presence and communication with legislature and the public statewide.
- c. Integration of the Center's programs
- d. Governance, board, management and administration infrastructure.
- e. Diversity and innovative thinking.

After reviewing and discussing the position description for the former executive director, the Board asked that the position description be updated. David Flannery and James Abruzzo will work together to refine the position description which will go to the Board for consideration.

At 11:50 a.m. the Board broke briefly for lunch and the meeting reconvened at 12:15 p.m.

## **3. Compensation**

David Flannery laid out the salary parameters and the benefits, as he understood them at the time. Board members asked about whether relocation benefits, car allowance and a signing bonus were possible. David will check with DOER staff and prepare a complete benefit list.

## **VII. Adjourn**

Vice Chair Bob Brandt adjourned meeting at 1:15 p.m.

approved 12/18/02

**PERPICH CENTER  
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## **Full Board Meeting Minutes**

**Date & Time:**

**November 20, 2002 @ 3:00 p.m.**

**Located At:**

**Perpich Center for Arts Education, Visitors Center**

**I. Call Meeting to Order**

Chair Sonja Peterson called meeting to order at 3:00 p.m.

**II. Roll Call**

**Board Members Present:**

Patricia Anderson (arrived @ 3:05 p.m.), Alex Boies (arrived @ 3:16p.m.), Robert Brandt, Mark French, Renee Jensen, Penny Johnson, Mohammed Lawal (arrived @ 3:10 p.m.), Jane McWilliams, Sonja Peterson, Dan Reigstad, Marjorie Savage

**Board Members Absent:**

Tina-Richards Anderson, Mary Frances Skala, Robert Tracy

**Others Present:**

David Flannery, Kou Vang, Pam Paulson, Elmore James, Michael Hiatt, Jan Antrim, Janat Spatafore

**III. Approval of Agenda**

**IV. Consideration and Approval of Minutes**

- a. 10/09/02 Special Board meeting Minutes. B1-4.
- b. ~~10/09/02 Finance Committee Meeting Minutes, B5-7.~~
- c. 10/22/02 Special Closed Meeting Minutes, B8.
- d. 10/22/02 Annual Board Retreat Meeting Minutes, B9-11.
- e. ~~11/11/02 Personnel Committee Meeting Minutes, B12-13.~~

Board member Dan Reigstad moved to approve the board meeting minutes listed above. Board member Penny Johnson seconded the motion. The vote was unanimous.

**V. Reports**

**A. Chair's Report – Sonja Peterson**

Executive director limitation policy was discussed. Bob Brandt and David Flannery will draft a sample policy to include process and guidelines to be presented to the Board for consideration on the December 18<sup>th</sup> meeting. Jane McWilliams also volunteered to work on the executive limitation policy. Board member attendance and procedures to resolve absenteeism were also discussed. It was agreed that the Executive Director should send the first letter of notification to Robert Tracy, if no response or continued absenteeism, Chair Sonja Peterson will follow-up with the second letter to the Governor.

**B. Committee Reports**

**1. Executive Committee – Sonja Peterson**

Chair Sonja Peterson reported on board committee appointments. Mohammed Lawal, Penny Johnson and Mark French were appointed to the Programs Committee. Marjorie Savage was appointed to represent the Board at parent advisory committee meetings.

**2. Finance Committee – Renee Jenson**

Board Member Renee Jenson, Chair of the Finance Committee, reported that Mary Frances Skala was asked to form a sub-committee to reactivate a foundation for receiving gifts and donation. Criteria for seeking grants was discussed. A draft of sample guidelines was submitted by Pam Paulson for consideration. David Flannery will revise draft in a policy format and present it at the next board meeting for consideration.

**3. Personnel Committee – Mark French**

Board Member Mark French, Chair of the Personnel Committee, will report later in this meeting about the executive director selection and interviewing process.

**4. Board Development Committee**

No Report as Committee will meet following this meeting.

## **5. Programs Committee**

No Report as Committee will meet following this meeting.

### **C. Executive Director's Report**

David Flannery reported on several recent events that took place at the Center, including the Crayola student awards and Arts Educator conference. David also shared with the Board the Center's schedule of upcoming events and performances. A current schedule will be sent to the Board.

### **D. Visual Arts Department Presentation**

Karen Monson, chair of the Visual Arts Department, and members of the department discussed the vision, mission and goals for the visual arts department. Presentation of slides and art pieces were shown. Current students and a graduate talked about how PCAE have impacted their education and life

## **VI. Consent Calendar**

- a. **Recommend the Board declare that the Office Administrative Specialist Intermediate position at the Research, Assessment and Curriculum Center qualifies as an exemption to the state hiring freeze under Exemption 5 of Julian Carter's memorandum of May 20, 2002.**

This is necessary, as the position being filled is to replace a resignation.

- b. **Recommend the Board accept a \$500 donation from Michele Basta to the Tony Basta Memorial Scholarship Fund.**
- c. **Recommend the Board declare that Mr. Nathan Pederson's vacant position qualifies as an exemption covered under the Minnesota Association of Professional Employees (MAPE).**

**Board member Dan Reigstad moved to approve the Consent Calendar items (a-c). Board member Marjorie Savage seconded the motion. The vote was unanimous.**

## **VII. Old Business**

### **A. Executive Director Selection Process and Timeline**

**Mark French, Chair of the Personnel Committee, reported on the executive director selection and interviewing process. James Abruzzo, DHR will identify the top ten to twelve candidates and discuss their qualifications with the Personnel Committee on January 16<sup>th</sup> and interviews of finalists will be on February 12<sup>th</sup> and 13<sup>th</sup>. Stakeholders, staff and students will have an opportunity for informal meetings**

with the finalists. The Board has asked that one-person report to the Personnel Committee on the group's views on each candidate's strengths and weaknesses.

All board members are welcome to participate in the candidate screening and interviews. However, to be consistent and fair to the candidates, if a board member attends one interview, it is preferred that the member attends all other interviews. The Personnel Committee will make a recommendation of the finalist to the Board at the next meeting on February 19, 2003.

#### **VIII. Personnel**

##### **a. Appointments**

Recommend the appointment Russell King as the Office Administrative Specialist Intermediate at the Research, Assessment and Curriculum Center beginning November 11, 2002. Russell King is replacing Emily Morris who resigned.

Board member Penny Johnson moved to approve the appointment of Russell King. Board member Jane McWilliams seconded the motion. The vote was unanimous.

##### **b. Resignation of Deputy Director**

Recommend the Board accept the resignation of Kathy Thurber effective 12/31/02 with extended insurance benefits through June 2003.

Board member Bob Brandt moved to approve the resignation of the Deputy Director. Board member Dan Reigstad seconded the motion. The vote was unanimous.

##### **c. Leave of Absence for Nathan Pederson**

Recommend the Board approve a six-month leave of absence without pay beginning December 9, 2002.

Mr. Pederson is a member of the MN Association of Professional Employees and personal leaves may be granted within the existing contract.

Board member Penny Johnson moved to Nathan Pederson's leave of absence. Board member Mohammed Lawal seconded the motion. The vote was unanimous.

#### **IX. New Business**

##### **a. Acceptance of Grants**

**Recommend the Board accept a grant for \$30,000 from the Department of Children, Families and Learning for partial support of the Minnesota Arts Best Practice Network (BPN) and to support publication of EdStar Standards, during the period of November 27, 2002 and June 30, 2003.**

Pam Paulson explained the history of this CFL Grant and how it fits with the work we do to the Board.

**Board member Renee Jenson moved to approve the grant for the Minnesota Arts Best Practice Network (BPN) and EdStar Standards. Board Bob Brandt seconded the motion. The vote was unanimous.**

**b. The Wedding Gala**

David Flannery explained how the Center was identified as the recipient of this Elite 100 Wedding Couture event. The Board discussed the advantages and disadvantages of being associated with this and other company's events. After some discussion, the Board agreed that proceeds should go to a foundation set up for the Center and that the advertising should indicate this designation.

**Board member Dan Reigstad moved to approve this Elite 100 Wedding Couture event. Board member Renee Jenson seconded the motion. The vote was 9 yes's and 2 no's.**

**Board Members Voting in Favor of this Motion:**

Patricia Anderson, Alex Boies, Robert Brandt, Renee Jensen, Penny Johnson, Mohammed Lawal, Sonja Peterson, Dan Reigstad, Marjorie Savage

**Board Members voting against this Motion:**

Mark French, Jane McWilliams

**X. Information and Decisions**

**A. Information**

1. Budget Comparison: FY2003 to Actual FY2002, A9-10.
2. Performance Review Form, (we'll be distributed at the meeting).
3. Executive Salary and Benefits List, A11
4. MN Alliance for Arts in Education, Leadership Awards 2003, A12

**The Board briefly discussed about the information above.**

**XI. Open Forum at 4:00 p.m.**

**No open forum was held.**

## **XII. Adjourn**

**Chair Sonja Peterson adjourned meeting at 5:15 p.m.**

Approved 3/19/03  
(Bd Dev Com)

**PERPICH CENTER**  
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## **Joint Meeting of the Programs and Board Development Committees Minutes**

**Date & Time:**

**November 20, 2002 @ 2:00 p.m.**

**Located At:**

**Perpich Center for Arts Education, Visitors Center**

**Chair Sonja Peterson called meeting to order at 5:20 p.m.**

**Board Members Present:**

**Programs Committee:** Mark French, Sonja Peterson, Marjorie Savage

**Board Development Committee:** Bob Brandt, Renee Jensen, Penny Johnson, Mary-Frances Skala

**Board Members Absent:**

Tina Anderson-Richards, Mohommed Lawal

**Others Present:**

David Flannery, Kou Vang

Marjorie Savage was appointed Chair of the Programs Committee and Bob Brandt, Chair of the Board Development Committee. Meeting schedules were discussed. Sonja Peterson and David Flannery will work together on setting up a schedule.

Chair Sonja Peterson adjourned meeting at 5:35 p.m.

*Approved 2/19/03*

# **PERPICH CENTER ARTS EDUCATION**

Arts High School • Professional Development • Research

6125 Olson Memorial Hwy., Golden Valley, MN 55422

## **Executive Committee Meeting Minutes**

### **Date & Time:**

**November 20, 2002 @ 2:00 p.m.**

### **Located At:**

**Perpich Center for Arts Education, Visitors Center**

**Chair Sonja Peterson called meeting to order at 2:14 p.m.**

#### **Board Members Present:**

Bob Brandt, Mark French, Renee Jensen, Sonja Peterson

#### **Board Members Absent:**

Marjorie Savage

#### **Others Present:**

David Flannery, Kou Vang, Jane McWilliams, Janat Spatafore

#### **1. Parent Advisory Committee, Board Representative**

The Committee discussed the importance of having a representative at the parent advisory committee meetings. Marjorie Savage has volunteered and will be asked to represent the Board.

#### **2. Executive Limitation Policy**

David Flannery presented a sample policy of the executive authoritative limitations for review. The Committee agreed that a policy needs to be in place to differentiate the responsibilities of the Board and the Executive Director. It was agreed that David Flannery and board member Bob Brandt would work together to draft a policy and present it to the Board at the December 18<sup>th</sup> meeting for consideration.

#### **3. Board Member Attendance**

The Committee discussed the repeated absenteeism of a member and the appropriate procedures to resolve the issue. It was agreed that the Executive Director should send the first notification letter and if no response or continued absenteeism, Chair Sonja Peterson will follow-up with the second letter to the Governor.

#### **4. Appointments to Programs Committee**

Mark French and Mohammed Lawal were appointed to the Programs Committee.

**Chair Sonja Peterson adjourned meeting at 2:42 p.m.**

*Approved 2/19/03*

**PERPICH CENTER  
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## **Finance Committee Meeting Minutes**

**Date & Time:**

**November 20, 2002 @ 1:30 p.m.**

**Located At:**

**Perpich Center for Arts Education, Visitors Center**

**Chair Renee Jenson called meeting to order at 1:45 p.m.**

**Board Members Present:**

Renee Jenson, Jane McWilliams

**Board Members Absent:**

Patricia Anderson, Penny Johnson, Dan Reigstad, Mary-Frances Skala

**Others Present:**

David Flannery, Kou Vang, Pam Paulson, Elmore James, Janat Spatafore, Sonja Peterson, Mark French, Bob Brandt

The Committee discussed about reactivating a foundation to accept gifts and donations. Mary-France Skala will be asked to form a sub-committee to reactivate the foundation. A draft of guidelines for seeking grants was submitted by Pam Paulson for review and consideration. David Flannery will revise the draft in a policy format to be presented at the next board meeting.

Pam Paulson presented information a \$30,000 grant from the Department of Children, Families and Learning.

**The Finance Committee approved accepting a grant for \$30,000 from the Department of Children, Families and Learning for partial support of the Minnesota Arts Best Practice Network (BPN) and to support publication of EdStar Standards, during the period of November 27, 2002 and June 30, 2003 and will submit the grant to the Board for their approval.**

**Chair Renee Jenson adjourned meeting to order at 2:13 p.m.**

*Approved 1/15/03*

**PERPICH CENTER  
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## **Full Board Meeting Minutes**

**Date & Time:**

**December 18, 2002 @ 3:00 p.m.**

**Located At:**

**Perpich Center for Arts Education, Visitors Center**

**I. Call Meeting to Order**

Chair, Sonja Peterson called meeting to order at 3:05 p.m.

**II. Roll Call**

**Board Members Present:**

Alex Boies, Bob Brandt, Mark French, Renee Jenson, Penny Johnson, Jane McWilliams, Sonja Peterson, Marjorie Savage

**Board Members Absent:**

Patricia Anderson, Tina-Richards Anderson, Mohammed Lawal, Dan Reigstad, Mary Frances Skala, Robert Tracy

**Others Present:**

David Flannery, Kou Vang, Pam Paulson, Michael Hiatt, Mark Youngstrom, Elmore James Joann Winters, Mary Pietruszewski

**III. Approval of Agenda**

- a. Today's Agenda

**Board member, Jane McWilliams, moved to approve the agenda. Board member, Penny Johnson, seconded the motion. The vote was unanimous.**

**IV. Consideration and Approval of Minutes**

- a. 11/20/02 Full Board Meeting Minutes, B1-6

Board member, Bob Brandt, moved to approve the minutes. Board member, Mark French, seconded the motion. The vote was unanimous.

## **V. Reports**

### **a. Chair's Report – Sonja Peterson**

Chair, Sonja Peterson, reported that Jonathan Howard, one of PCAE's music teachers, along with some students, would be working on improving the website. Jonathan would be spending approximately a fourth of his time on website improvement. She also reported that the Programs Committee had their first meeting today and Marjorie Savage will report on the results of the meeting.

### **b. Committee Reports**

#### **1. Executive Committee – Sonja Peterson**

##### **a) Committee Meeting Schedule**

Chair, Sonja Peterson, discussed with the Board the committee meeting schedule. The Executive Committee will meet each month while the Programs, Finance and Board Development Committees will meet every other month. Special meeting may also be called.

#### **2. Finance Committee – Renee Jenson**

Renee Jenson, Chair of the Finance Committee, reported that the draft policy for seeking grants and/or partnership was accepted by the Committee and will be submitted to the Board for approval at the January 15<sup>th</sup> meeting. She also reported that David Flannery and Mary Frances Skala are working to reactivate a PCAE foundation and will have an update for the Board at the next meeting. Elmore James presented the financials to the Board and updated the Board on the asset preservation projects.

#### **3. Personnel Committee – Mark French**

##### **a) January 16, 2003 Screening Meeting**

##### **b) February 12 or 13, 2003 Meeting**

Mark French, Chair of the Personnel Committee, has no report but wanted to remind board members of the dates above which have been set for the executive director screening and interviewing.

#### **4. Board Development Committee - Bob Brandt**

Bob Brandt, Chair of the Board Development Committee, reported that the Committee has not met.

#### **5. Programs Committee - Marjorie Savage**

Marjorie Savage, Chair of the Programs Committee, reported on a successful first meeting. They discussed the roles and purpose of the Committee. As part of the Committee's role, the members will review and evaluate programs in the broadest areas and conduct evaluations of major programs to measure its effectiveness and monitor proper spending of grants. A process and format will be discussed at the next meeting.

**c. Executive Director's Report**

**a. Student Hearing on Resident Status**

David Flannery reported on a student hearing related to unacceptable conduct at the dormitory.

**b. Appointment of an Asbestos Manager**

David informed the Board that Elmore James has been appointed as the asbestos manager.

David also reported that Joann Winters, the Arts High School's Spanish teacher, asked for a leave of absence to accept an interim position with Education Minnesota. A recommendation on this request will be submitted to the Board at the January 15<sup>th</sup> meeting. David also shared with the Board that the President of Bemidji State University and several other administrators were at the Center for a dinner meeting. They were pleased and excited about the partnership with PCAE. They are willing to help with our legislative effort. Alumni Survey for the class of "1997" were distributed to the Board.

**VI. Consent Calendar**

**VII. Old Business**

**a. Policy for Seeking Grants and/or Partnership: First Reading**

A draft policy was presented to the Finance Committee for review and was accepted by the Committee. The draft policy will be presented to the Board at the January 15, 2003 meeting for consideration.

**b. Executive Director Limitation Policy**

Board member Bob Brandt and Jane McWilliams had a preliminary meeting on December 13<sup>th</sup>. David Flannery will put together his suggestions for discussion with Jane McWilliams and Bob Brandt at the January 9<sup>th</sup> meeting. If ready, a draft policy will be presented to the Board on January 15<sup>th</sup> for review.

**c. Wedding Gala**

Mark Youngstrom reported on the Elite 100 Wedding Gala. Mark updated the Committee that the proceeds from this event will go to the Center's foundation and the students will have an opportunity to work with professional fashion designers, photographers, and video cinematographers. Depending on the success of this event, further mentorship programs may be organized.

**VIII. Personnel**

David Flannery informed the Board that the Deputy Director position will be vacant as of 12/31/02 and due to the projected budget cuts, the position will not be filled. The Deputy Director's responsibilities will be assigned to the current Directors. The new Executive Director will make an assessment and recommend to the Board on the future of that position.

**IX. New Business**

**a. The Legislative Effort**

David Flannery reported to the Board on the meeting he and Bob Brandt had with Representative Alice Seagren. Plans to present the Center in the best light and to keep it from further budget cuts were discussed. David will draft a legislative strategy that will stress the Center's important role in K-12 education statewide for the Board to review at the next meeting.

**b. Policy on the Center's Public Spaces**

David Flannery reported that the Public Space Committee had several meetings and have established a process and policy on what is proper to display. A public space draft policy will be presented to the Board at the January 15<sup>th</sup> meeting for consideration.

**c. The Furniture World Gallery**

Mark Youngstrom discussed the opportunities that a Becker Furniture World Gallery could provide for our students and the Center. Our students would have gallery space for their work, and more importantly, provide more exposure for the Center and its programs.

**d. Internet Filtering Process**

Mark Youngstrom reported to the Board that an Internet filtering system has been installed as required by the Children Internet Protection Act (CIPA) for schools. An Internet draft policy will be submitted to the Board for consideration at the next meeting.

**X. Information and Decisions**

**a. Performance Review Document**

A copy will be provided to the Board after the Personnel Committee has a chance to review the document for any final corrections or changes.

**XI. Open Forum at 4:00 p.m.**

**XII. Adjourn**

Chair, Sonja Peterson, adjourned the meeting at 5:00 p.m.

*approved 2/19/03*

**PERPICH CENTER  
ARTS EDUCATION**

Arts High School • Professional Development • Research

6125 Olson Memorial Hwy., Golden Valley, MN 55422

## **Executive Committee Meeting Minutes**

**Date & Time:**

**December 18, 2002 @ 1:00 p.m.**

**Located At:**

**Perpich Center for Arts Education, Small Glass Box**

**Chair, Sonja Peterson called meeting to order at 1:10 p.m.**

**Board Members Present:**

Sonja Peterson, Marjorie Savage, Renee Jenson, Bob Brandt, Mark French

**Board Members Absent:**

No Board Member Absent

**Others Present:**

David Flannery, Kou Vang, Joann Winters

**1. Administration Reorganization because of Deputy Director Vacancy**

David Flannery informed the Board that the Deputy Director position will be vacant as of 12/31/02 and due to the projected budget cuts, the position will not be filled. The duties of the Deputy Director will be assigned to the current Directors. The new Executive Director will make an assessment and recommend to the Board on the future of that position.

**2. Board Member Appointments 2003**

A list of the all the current board members was passed out for the Board to review. PCAE currently has one vacancy and three board members whose terms will be expired on January 6, 2003. Both board members Alex Boies and Mary Frances Skala will be submitting applications for re-appointment. The Board discussed the qualifications and demographics of potential board members that may best serve PCAE. The members are asked to encourage and recruit qualified individuals to apply for PCAE's board of directors.

**3. PCAE Website**

David Flannery briefly discussed our hope for changes and improvements to the website. David also informed the Board that Jonathan Howard, one of the Arts High School music teachers, along with some students would work on improving the website. Jonathan Howard would be spending about a fourth of his time on website improvement.

**4. Salary Adjustments**

David Flannery informed the Board of the retro salary increase for PCAE's directors for the period of 01/01/01 through 12/31/02. David also discussed the salary increase necessary to pay Jonathan Howard to work on the website.

**5. Role of the Programs Committee Members**

Responsibilities of the Programs Committee and the reasons why the Committee was established were discussed.

**6. Legislative Effort**

David Flannery reported to the Board on the meeting that he and Bob Brandt had with Representative Alice Seagren. Plans to present the Center in the best light and to hold off further budget cuts by the new legislature were discussed. David will draft a legislative strategy that will stress the Center's important role in K-12 education statewide for the Board to review at the next meeting.

**Chair, Sonja Peterson adjourned meeting at 2:20 p.m.**

*Approved 2/19/03*

**PERPICH CENTER  
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## **Finance Committee Meeting Minutes**

**Date & Time:**

**December 18, 2002 @ 2:00 p.m.**

**Located At:**

**Perpich Center for Arts Education, Small Glass Box**

**Chair, Renee Jenson called meeting to order at 2:28 p.m.**

**Board Members Present:**

Renee Jenson, Penny Johnson, Jane McWilliams, Sonja Peterson

**Board Members Absent:**

Patricia Anderson, Dan Reigstad, Marry Frances Skala, Robert Tracy

**Others Present:**

David Flannery, Kou Vang, Elmore James, Mark Youngstrom, Michael Hiatt

**1. Review of draft Policy for seeking Grants and/or Partnership**

A draft policy was presented the to the Committee for review and approval. The Committee accepted the draft policy and will present it to the Board at the January 15<sup>th</sup> meeting for action.

**2. Reactivating the Foundation**

David Flannery and Mary Frances Skala will work to reactivate a PCAE foundation as a means of accepting gifts and donations. David and Mary Frances are currently researching records and will update the Committee at the next meeting.

**3. Operating Budget Expenditures**

Elmore James presented the budget expenditures for the year 2003 in comparison to year the 2002 to the Committee.

**4. Asset Preservation Projects**

Elmore James reviewed the costs and statuses of facility repairs and improvements with the Committee.

**5. Wedding Gala**

Mark Youngstrom reported on the Elite 100 Wedding Gala. Mark mentioned that the proceeds from this event will go to the Center's foundation and that our students will have an opportunity to work with professional fashion designers, photographers, and video cinematographers. Depending on the success of this event, further mentorship programs may be organized.

**6. Discussion**

**a. Administration Reorganization**

David Flannery informed the Committee that the Deputy Director position will be vacant as of 12/31/02 and due to the projected budget cuts, he will not fill the position. The duties of the Deputy Director will be assigned to the current Directors. The new Executive Director will make an assessment and recommend to the Board on the future of the position.

**b. Legislative Effort**

Plans to present the Center in the best light and to hold off further budget cuts by the new legislature were discussed. David will draft a legislative strategy that will stress the Center's important role in K-12 education statewide for the Board to review at the next meeting.

**Chair, Renee Jenson adjourned meeting at 3:00 p.m.**

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ARTS EDUCATION**

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## **Programs Committee Meeting Minutes**

**Date & Time:**

**December 18, 2002 @ 2:00 p.m.**

**Located At:**

**Perpich Center for Arts Education, Executive Conference Room**

**Marjorie Savage, Chair of the Programs Committee, called meeting to order at 2:30 p.m.**

**Board Members Present:**

Marjorie Savage, Mark French

**Board Members Absent:**

Penny Johnson, Tina Anderson-Richards, Mohammed Lawal, Sonja Peterson

**Others Present:**

Pam Paulson

The Committee reviewed the Bylaws in referenced to the Committee's responsibilities and discussed the Committee's roles. The Committee decided it was important to look at programs in terms of three broad areas: the Arts High School, Professional Development Institute and Research, Assessment & Curriculum Center. The fourth program "Learning Resource Center", will be considered as part of the other three areas since LRC staff report to the Director of PDI and LRC functions interrelate across all programs.

The Committee will focus on how programs contribute to the Center's mission. The Committee will also review and evaluate major programs to measure its effectiveness and monitor proper spending of grants. The Committee will regularly communicate with the PCAE Program Directors to stay informed of program goals and evaluations. To help with the legislation effort, if ready, the Committee will have information at the February meeting on how the Center's work contributes to the quality of life, the economy of the state, and quality of arts education.

**Marjorie Savage, Chair of the Programs Committee, adjourned the meeting at 3:00 p.m.**

*Approved 2/19/03*

# **PERPICH CENTER ARTS EDUCATION**

Arts High School • Professional Development • Research

6125 Olson Memorial Hwy., Golden Valley, MN 55422

## **Full Board Meeting Minutes**

### **Date & Time:**

**January 15, 2003 @ 3:00 p.m.**

### **Located At:**

**Perpich Center for Arts Education, Visitors Center**

#### **I. Call Meeting to Order**

Chair Sonja Peterson called meeting to order at 3:02 p.m.

#### **II. Roll Call**

##### **Board Members Present:**

Patricia Anderson, Alex Boies, Bob Brandt, Mark French, Renee Jenson, Penny Johnson, Sonja Peterson, Dan Reigstad, Marjorie Savage, Mary Frances Skala

**Board Members Absent:** Tina Anderson-Richards, Mohammed Lawal, Jane McWilliams

**Others:** David Flannery, Kou Vang, Jeanne Reichal, Mark Youngstrom, Pam Paulson, Elmore James, Mike Hiatt, Craig Farmer

#### **III. Approval of Agenda**

David Flannery asked to have the Internet Policy removed from this Consent Calendar agenda until board members have a chance to review the draft. It will be added to the next meeting agenda and will be discussed in detail.

The agenda was approved by the Board.

#### **IV. Consideration and Approval of Minutes**

- a. 12/18/02 Full Board Meeting Minutes B1-5.

Board member Penny Johnson moved to approve the 12/18/02 Board Meeting Minutes. Board member Dan Reigstad seconded the motion. The vote was unanimous.

#### **V. Reports**

##### **a. Chair's Report – Sonja Peterson**

Chair Sonja Peterson reported that she and David Flannery met with former Senator Martha Robertson and Senator Larry Pogemiller who provided ideas on positioning the Center through the state budget balancing process.

**b. Committee Reports**

- a. Executive Committee – Sonja Peterson**  
No report, the Committee did not meet as topics were going to be covered in this meeting.
- b. Finance Committee – Renee Jenson**  
No report, the Committee did not meet.
- c. Personnel Committee – Mark French**  
No report, the Committee meets tomorrow.
- d. Board Development Committee-Bob Brandt**  
Bob Brandt reported that the Committee discussed the role of the Board Development Committee and identified goals. The Committee plans to start work on a board self-assessment process and on a new member orientation process and manual.
- e. Programs Committee-Marjorie Savage**  
No report, the Committee has not met yet.

**c. Executive Director's Report**

David Flannery invited the Board to a Visual Arts exhibit show in the Gallery following the meeting.

**VI. Consent Calendar**

**a. Internet Filtering Policy**

An internet filtering system was installed to comply with the Children Internet Protection Act (CIPA) for schools. The decision on filtering software should be a part of an overall internet policy.

Consequently, an Internet Filtering Policy draft will be provided to the Board for review. The revised draft will be submitted to the Board for consideration at the next meeting.

**b. Public Space Usage Policy**

In order to properly regulate displays in PCAE's public spaces, a policy was drafted by the Public Space Committee. The policy includes criteria for appropriate displays that reflect the mission of the Center and procedures to follow for using public space display areas.

**Recommend the Board approve the Public Space Usage Policy attached as A1-4.**

**c. Grant and/or Partnership Policy**

A Grant and/or Partnership Policy was drafted to ensure each grant application and partnership aimed at bringing revenue to the Center is appropriate and does not detract from work on our mission or alter it in any way. This policy will be used as a guide for partnership and grant application decisions.

**Recommends the Board approves the Grant and/or Partnership Policy attached as A5.**

Board member Dan Reigstad moved to approve items "b" and "c" on the Consent Calendar. Board member Mary Frances Skala seconded the motion. The vote was unanimous.

Board member Bob Brandt asked that items "d" and "e" be pulled from the Consent Calendar agenda.

**d. JoAnn Winter Leave of Absence**

JoAnn Winter, the Arts High School Spanish teacher, requested a leave of absence to pursue a position with Education Minnesota starting from January 22<sup>nd</sup> through the first week of March. She may extend the leave to the end of this school year if she is selected for the permanent position.

**Recommends the Board approve this leave of absence and the extension if requested.**

**e. Hiring Kristen Spargo**

Recommend the Board hire Kristen Spargo as the Arts High School Spanish teacher, to substitute for JoAnn Winter during her leave of absence or to the end of this school year, which ever comes first.

After discussion of items "d" and "e", board member Marjorie Savage moved to approve items on "d" and "e". Board member Mary Frances seconded the motion. The vote was unanimous.

**VII. Old Business**

**a. Legislative Effort**

David Flannery asked the Board to review the legislative effort document. He is seeking a board consensus for this approach to this legislative session. The Board discussed possible conflicts between having the Minnesota Arts Alliance help us or hiring a temporary employee to represent the Center at the Capitol. The Board asked David to move ahead in the direction of hiring a temporary employee to be our eyes and ears at the Capitol.

**b. Executive Director Limitation Policy**

David Flannery advised the Board he helped Bob Brandt, and Jane McWilliams draft the executive director's limitation policy. It is based on John Carver's work, spelled out in his book, Reinventing Your Board and his own experience here at the Center and elsewhere. The Board will review and send their recommendation for changes or additions to David.

**c. Board Member Recruiting**

There are currently four openings for the PCAE Board; two incumbents have reapplied. David Flannery informed the Board that with the redistricting, the Center now has no board members in the First and Sixth Congressional Districts. Board members will network to help with recruiting.

**VIII. Personnel**

**a. Director Responsibilities**

David Flannery briefly discussed the reallocation of responsibilities that was done to compensate for the vacancy in the Deputy Director's position to other directors.

**b. Appointments**

Claudia Clarks, the dormitory coordinator, will be on medical leave January 16. Her return date is unknown at this time.

**Recommend the Board appoint Jennifer Antrim and Mercedes Turner to serve as part-time coordinators for the dormitory.**

**Board member Mark French moved to approve items "a" and "b" on the Personnel agenda. Board member Mary Frances Skala seconded the motion. The vote was unanimous.**

**IX. New Business**

**a. Meeting Schedule for 2003-2004**

The Board reviewed the proposed board meeting calendar. Board members will check dates with their calendar and make recommendations for changes at the next meeting.

**c. Asset Preservation**

Elmore James briefly updated the Board about the repair/replacement projects that will take place in the East Wing building, improvements in the Performance Hall, and asbestos abatement in Alpha and Beta buildings.

**d. Expulsion**

**Recommend the Board approve the prepared resolution expelling an Arts High School student from January 15, 2003, through February 4, 2003.**

**Board member Mary Frances Skala moved to approve the attested resolution. Board member Penny Johnson seconded the motion. The vote was unanimous.**

**X. Information and Decisions**

**a. Information**

1. Updated Board Member List attached as *I1*.
2. Updated Board Committee List attached as *I2*.
3. Executive Director Performance Analysis and Evaluation Review attached as *I3-I2*.
4. Memorandum from Martin Tadlock, Dean, College of Professional Studies, Bemidji State University attached as *I13*.

**XI. Open Forum at 4:00 p.m.**

**a. Beth Fratzke, Sister School Relationship**

Beth Fratzke, an Arts High School teacher who was in China on a sabbatical leave, shared some of her experiences with the Board. She spoke about ways we can strengthen the sister school relationship with the Haining High School.

**XII. Adjourn**

Chair Sonja Peterson adjourned meeting at 5:00 p.m.

January 8, 2003

## **Public Space Policy**

In order to advance and protect the mission of the Center, it shall be the policy of the Board to reserve the right to deny the exhibition of work or display in public spaces that is exploitative, demeaning, discriminatory, vulgar or contributes to a hostile environment for the Center's students, staff, and guests.

Further, this policy requires the administration to establish and follow procedures for the use of public space. The procedures should define public and non-public space as well as distinguish between designated and undesignated public space. The procedures should include clear steps to follow to access public space and a way to express concerns or objections to the work or displays exhibited in public spaces.

Adopted 01/15/03

November 27, 2002

### **Policy on Grants and Partnerships**

In order to insure that each grant application and partnership aimed at bringing revenue to the Center is appropriate and does not detract from work on our mission or alter it in any way, Center staff will create and follow clear criteria as a guide for partnership and grant application decisions.

Staff will report all grant applications and partnership initiatives to the Finance Committee.

### **Procedures on Grants and Partnerships**

Center staff will consider the following criteria when making decisions on grant applications and partnerships intended to bring in supplemental funds.

Staff may seek grants and partners in fund raising efforts when:

1. The funding opportunity aligns with the Center's mission and goals.
2. The funds will be used to develop programs and opportunities that:
  - a. Have statewide impact in improving teacher competence and student achievement;
  - b. Can be extended or replicated across the state;
  - c. Will increase sustainability of effective programs; and
  - d. Serve as a conduit for others to assist in improving K-12 arts education and general education.
3. Funds are to be used to enhance the Center's goals and programs, not to supplant them.
4. The additional funding provides for increased innovation to move the Center beyond what current resources support.
5. All requirements are agreed upon by PCAE and the funder in advance of receiving the funds.
6. The funding encourages strategic partnerships to broaden or deepen the Center impact.

In addition, the Directors will need to consider and recommend all grant applications and partnerships where supplemental revenue is the goal. This consensus process is intended to facilitate communication and coordinated planning as well as a means of expeditious, timely action.

Adopted 01/15/03

To: Mark Youngstrom and David Flannery

From: JoAnn Winter

RE: Leave Proposal

Date: December 20, 2002

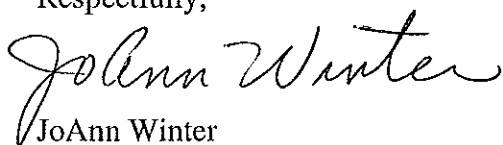
As per our conversation, Mark, I propose that in order to make a smooth transition after the Holiday break I will continue to teach my morning classes and complete grades for the Spanish I and III students. The dates will include Jan. 6 – Jan. 16. It only seems reasonable that the substitute teacher hired to take my place should assume responsibilities for the Spanish II and IV courses on or before Jan. 22.

Education Minnesota will be paying for my insurance benefits during my leave of absence. I have spoken with Karen Tow and received the necessary information to make payment possible.

I would like to do the following: I will submit my last pay stub for the period of Jan. 8 – Jan. 21. I will be working 4 to 5 hours per day, and plan to balance out the day by taking vacation time for the hours I will work for Education Minnesota. I will also take the days I am not teaching in that pay-period as vacation days, with the exception of MLK day, which is a paid holiday. Education Minnesota has agreed to continue paying me on an hourly basis until Jan. 22, when I will be placed on their professional pay scale.

If you have any questions please feel free to contact me either here or at home.

Respectfully,

  
JoAnn Winter

**Perpich Center for Arts Education  
6125 Olson Memorial Hwy  
Golden Valley, MN 55422**

In Re: The Proposed Expulsion of  
Oliver Eskilden as a student of  
Perpich Center for Arts Education,  
Golden Valley, Minnesota

**SCHOOL BOARD HEARING  
COMMITTEE'S FINDINGS OF FACT,  
CONCLUSIONS AND  
RECOMMENDATION**

The above-entitled matter came on for hearing before the duly appointed School Board Hearing Committee, consisting of Marjorie Savage and Robert Brandt for the Perpich Center for Arts Education, on January 14, 2003, at 7:10 p.m., in the Art High School Office, Golden Valley, Minnesota. In addition to the Board Committee, the following individuals were present on behalf of the Perpich Center for Arts Education:

David Flannery, Interim Executive Director, Mark Youngstrom, Director of the Arts High School, Mary Pietruszewski, Director of Residential Programs and Susan Stemme, Health and Wellness Coordinator. Student Oliver Eskilden was present, as was, Rachel Johnson, a fellow student and friend.

The hearing was held pursuant to Minnesota Statutes 127.26 - .39, known as the Pupil Fair Dismissal Act.

The following individuals testified on behalf of the District:

Mark Youngstrom, Mary Pietruszewski, and Susan Stemme

The following individuals testified on behalf of Oliver Eskilden

Oliver Eskilden and Rachel Johnson

Upon the basis of said hearing, and a full consideration of all the evidence, both oral and written, the School Board Hearing Committee, unanimously makes the following:

**FINDINGS OF FACT**

1. Oliver Eskilden is a student of the Perpich Center for Arts Education.
2. Oliver Eskilden was proposed to be expelled as a student of said School and written notice, as required by Minnesota Statute 127.31, together with a copy of Minnesota Statutes 127.26 - .39, was served upon said student and his parents, dated January 8, 2003.
3. Pursuant to said notice, the student requested a hearing with the School Board.
4. On January 7, 2003, student Oliver Eskilden used and was in possession of alcohol and two knives on the School District property of the Perpich Center for Arts Education. He consumed alcohol in

his dorm room; his blood alcohol level was recorded at .191.

### **CONCLUSIONS**

1. Oliver Eskilden is a student of the Perpich Center for Arts Education.
2. Student Oliver Eskilden and his parent, Connie Jarrett, were properly notified of the proposed expulsion and were afforded a hearing as required by Minnesota Statutes.
3. Student Oliver Eskilden's use of alcohol and his possession of alcohol and the knives on January 7, 2003, in school was:
  - a. A willful violation of reasonable School Board regulations.
  - b. Willful conduct which could endanger himself or others.

### **RECOMMENDATION**

It is hereby recommended that student Oliver Eskilden is expelled as a student of the Perpich Center for Arts Education from January 15, 2003, through February 4, 2003, and that notice of said expulsion be served upon the parent, student, and Commissioner of Children, Families and Learning as provided by law together with a notice to the parent and student of their right to appeal.

Oliver Eskilden is not to enter the high school without first arranging for an appointment and that each appointment will require the approval of either Mark Youngstrom or Susan Stemme. If Oliver Eskilden enters the high school or is on high school property without an appointment, he will be charged with trespassing. And finally, any future behavior, which is disruptive and dangerous to him or others, will result in an immediate hearing before the School Board or its subcommittee.

Date:

School Board Hearing Committee

by \_\_\_\_\_

## **SCHOOL BOARD RESOLUTION**

Based upon the Findings of Fact, Conclusions and Recommendation of the School Board Hearing Committee, which are incorporated herein, the School Board of the Perpich Center for Arts Education makes the following:

### **FINDINGS OF FACT**

1. Oliver Eskilden is a student of the Perpich Center for Arts Education.
2. Oliver Eskilden was proposed to be expelled as a student of said School and written notice, as required by Minnesota Statute 127.31, together with a copy of Minnesota Statutes 127.26 - .39, was served upon said student and his parents, Connie Jarrett on January 8, 2003.
3. Pursuant to said notice, the student requested a hearing which was held on January 13, 2003, before a duly appointed School Board Hearing Committee.
4. On January 7, 2003, student Oliver Eskilden used alcohol in his dorm room; his blood alcohol level registered .191, and was in possession of alcohol and two knives on the High School property of the Perpich Center for Arts Education.
5. Use and possession of alcohol and the two knives by Oliver Eskilden materially and substantially endangered him and disrupted his education.

### **CONCLUSIONS**

1. Oliver Eskilden is a student of the Perpich Center for Arts Education.
2. Student Oliver Eskilden and his parents, Connie Jarrett, were properly notified of the proposed expulsion and were afforded a hearing as required by Minnesota Statutes.
3. Student Oliver Eskilden use and possession of alcohol and the two knives on January 7, 2003, in school was:
  - a. A willful violation of reasonable School Board regulations;
  - b. Willful conduct which could endanger himself or others.

Therefore, be it resolved that the Findings of Fact, Conclusions and Recommendation of the School Board Hearing Committee are accepted by the School Board and that based upon the above Findings of Fact and Conclusions, student Oliver Eskilden is expelled as a student the Perpich Center for Arts Education from January 15, 2003, through February 4, 2003, and notice of said expulsion shall be served upon the parent, student, and Commissioner of Children, Families and Learning as provided by law together with a notice to the parent and student of their right to appeal.

Oliver Eskilden is not to enter the high school without first arranging for an appointment and that each appointment will require the approval of either Mark Youngstrom or Susan Stemme. If Oliver Eskilden enters the high school or is on high school property without an appointment, he will be charged with trespassing. And finally, any future behavior, which is disruptive and dangerous to him or others, will result in an immediate hearing before the School Board or its subcommittee.

In addition, Oliver Eskilden is no longer eligible to reside in the dormitory. He has forfeited residential privileges for the remainder of the 2002/2003 school year. On or before February 4, 2003, Oliver must meet with and provide Mark Youngstrom with evidence that he completed five hours of chemical use education with Susan Stemme and has completed a chemical health assessment at a licensed drug treatment facility. Perpich Center for Arts Education staff is prepared to assist with arrangements. Additionally, Oliver will be expected to present details on his living arrangements and academic plan that would lead to his graduation.

In the event that Oliver Eskilden fails to meet these requirements, Mark Youngstrom will ask for a hearing before the Board Committee to consider exclusion of Oliver Eskilden for the remainder of the 2002/2003 school year. School staff will stay involve with Oliver during the expulsion period. They are prepared to offer timely and appropriate assistance.

Approved 3/19/03

# PERPICH CENTER ARTS EDUCATION

Arts High School • Professional Development • Research

6125 Olson Memorial Hwy., Golden Valley, MN 55422

## Board Development Committee Meeting

### Date & Time:

January 15, 2003 @ 2:00 p.m.

### Located At:

PCAE, Visitors Center

#### **Committee Board Members Present:**

Bob Brandt, Renee Jenson, Penny Johnson, Marjorie Savage, Mary Frances

#### **Committee Board Member Absent:** Jane McWilliams

**Non-Committee Board Members Present:** Dan Reigstad, Sonja Peterson (arrived @ 2:40 p.m.)

**Others:** David Flannery, Kou Vang

Bob Brandt, Board Development Committee Chair, called meeting to order at 2:05 p.m.

#### **1. Discuss the Role and Function of this Committee**

Board member Mary France Skala read the by-laws stating the Committee's responsibilities. The Committee discussed and prioritized goals for year 2003. The Committee agreed on the following as important tasks.

- a. Board Self-assessment
- b. Orientation Process & Manual
  - i.) Facility & Programs
  - ii.) Legal Issues: Conflict of Interest, Open Meeting Laws, and Personal Liability
  - iii.) Preparation for Senate Hearing
  - iv.) Mission and Finance
  - v.) Expectations of all involved Parties
  - vi.) Mentorship Period for New Members
- c. Board Relations: Workshop and/or Informal Mini Sessions
- d. Board Governance
- e. Board Annual Retreat

Board members Penny Johnson, Marry Frances Skala, and Marjorie Savage volunteered to work on the orientation process and manual. David Flannery and Marjorie will work on the board assessment process. Members were asked to forward self-assessment instruments to David or board member Marjorie Savage.

#### **2. Executive Director Limitations**

David Flannery advised the Board that he helped Bob Brandt and Jane McWilliams draft the executive director's limitation policy. Much of it was based on the John Carver's book, Reinventing Your Board as well as his own experience here at the Center and elsewhere. The Board will review it and send their recommendation for changes or additions to David.

Bob Brandt, Board Development Committee Chair, adjourned meeting at 3:00 p.m.

# **PERPICH CENTER ARTS EDUCATION**

Arts High School • Professional Development • Research

6125 Olson Memorial Hwy., Golden Valley, MN 55422

## **Personnel Committee Meeting Minutes**

### **Date & Time:**

**January 16, 2003 @ 3 p.m.**

### **Located At:**

**Perpich Center for Arts Education, Visitors Center**

#### **Board Members Present:**

Mark French, Renee Jenson, Robert Brandt, Sonja Peterson, Alex Boies (arrived @ 3:20 p.m.)

#### **Board Members Absent:** Dan Reigstad

#### **Others:**

David Flannery, Kou Vang, James Abruzzo, Michael Hiatt, Tom Carlson

Mark French, Chair of the Personnel Committee, called meeting to order at 3 p.m.

#### **1. Approval of Minutes**

- a. 11/11/02 Meeting Minutes

Board member Bob Brandt moved to approve the meeting minutes. Board member Sonja Peterson seconded the motion. The vote was unanimous.

#### **2. Screening Credentials of the Candidates**

James Abruzzo reviewed the credentials of the seven candidates he screened with the Personnel Committee. He had conducted in-person interviews with the five Minnesota candidates but not with the two out-state candidates. The Committee would like to include the out-of-town candidates and asked that James Abruzzo arrange in-person interviews with them. Whether or not, the Committee will include these two out-of-state candidates for interviewing will be based on the results of James Abruzzo's meeting with them.

#### **3. Executive Director Interviewing Process**

The committee plans to interview candidates on February 12 and/or 13. The Committee will then, narrow the candidates to two or three finalists who will meet with PCAE constituents. The Committee will interview finalists and make their final candidate recommendation to the Board at the March 2003 meeting. David Flannery will provide an outline of this process for the Board.

#### **4. Performance Review for Executive Director (if time permits)**

The Committee will discuss the performance review of the Executive Director at future meetings, as time permit at this meeting.

Mark French, Chair of Personnel Committee, adjourned meeting at 4:37 p.m.

# PERPICH CENTER ARTS EDUCATION

Arts High School • Professional Development • Research

6125 Olson Memorial Hwy., Golden Valley, MN 55422

## Personnel Committee Meeting Minutes

### Date & Time:

February 12, 2003 @ 9 a.m.

### Located At:

Perpich Center for Arts Education, Visitors Center

#### **Board Members Present:**

Mark French, Renee Jenson, Robert Brandt, Sonja Peterson, Alex Boies, Dan Reigstad

#### **Others:**

David Flannery, Kou Vang, James Abruzzo, Michael Hiatt, Tom Carlson, Peggy Picpho, Kari Monson, Marla Reimer, Jeanne Iverson

Mark French, Chair of the Personnel Committee, called meeting to order at 9:25 a.m.

The Committee organized and discussed the prepared questions to ask candidates. The Committee interviewed the candidates in the following order.

1. David Bach
2. Pam Paulson

Lunch Break 12-12:30 p.m.

3. Karen Charles
4. Judy Hornbacher
5. Jeff Prauer

After all the interviews were conducted, the Committee discussed briefly about what each candidates can contribute to the Center. The Committee will select finalists after they have interviewed the last two candidates on February 19, 2003. Constituent groups will have an opportunity to meet with the finalists on Friday, February 21, 2003. The Committee will recommend one finalist to the Board for consideration at the March 19 meeting.

Mark French, Chair of Personnel Committee, adjourned meeting at 4:40 p.m.

# **PERPICH CENTER ARTS EDUCATION**

Arts High School • Professional Development • Research

6125 Olson Memorial Hwy., Golden Valley, MN 55422

## **Full Board Meeting Minutes**

### **Date & Time:**

**February 19, 2003 @ 3:00 p.m.**

### **Located At:**

**Perpich Center for Arts Education, Visitors Center**

#### **I. Call Meeting to Order**

Chair Sonja Peterson called meeting to order at 3:05 p.m.

#### **II. Roll Call**

##### **Board Members Present:**

Patricia Anderson, Alex Boies, Bob Brandt, Mark French, Renee Jenson, Penny Johnson, Jane McWilliams, Sonja Peterson, Dan Reigstad, Marjorie Savage, Mary Frances Skala

**Board Members Absent:** Mohammed Lawal, Tina Anderson-Richards

##### **Others:**

David Flannery, Kou Vang, Mike Hiatt, Elmore James, Mark Youngstrom, Pam Paulson, Craig Farmer

#### **III. Approval of Agenda**

**The Board approved the Agenda.**

#### **IV. Consideration and Approval of Minutes**

- a. 01/15/03 Meeting Minutes

**Recommend the Board approve the minutes as presented on B1-4.**

**Board member Penny Johnson moved to approve the meeting minutes. Board member Mary Frances Skala seconded the motion. The vote was unanimous.**

#### **V. Reports**

##### **A. Chair's Report -- Sonja Peterson**

Chair Sonja Peterson reported that a liaison is needed at the CAPP Steering meetings. Alex Boies volunteered and Penny Johnson volunteered as back up to Alex.

**Board member Dan Reigstad moved to approve Alex Boies and Penny Johnson as CAPP liaisons. Board member Bob Brandt seconded the motion. The vote was unanimous.**

- 1. The Chair will confirm the Committee Assignments included on A1.

Chair Sonja Peterson reported that the Executive Committee appointed the Board's Chair and Vice Chair officers. The Committee also accepted the Executive Director Limitation Policy. Both will be recommended later in this meeting to the Board for approval.

**B. Committee Reports**

**1. Executive Committee – Sonja Peterson (see reported above)**

**2. Finance Committee – Renee Jenson**

Renee Jenson, Chair of Finance Committee, reported that the Committee met and discussed the Governor's unallotment and FY 2004-05 Biennium Budget. David Flannery will review information with the Board later in this meeting.

**3. Personnel Committee – Mark French**

Mark French, Chair of Personnel Committee, reported that the Committee have completed interviews for five candidates and will conduct two more after the full board meeting. The Personnel Committee will select three finalists to meet with constituent groups on February 21. The Committee then will meet with constituent group representatives to hear their opinions. The Committee hopes to have a finalist for the Board's consideration at the March 19 meeting.

**4. Board Development Committee-Bob Brandt**

No report, Committee did not meet.

**5. Programs Committee-Marjorie Savage**

Marjorie Savage reported that the Committee met and discussed admissions, who the Center can best serve, and how can the Center do it better. The Committee did not have a quorum so topics on the agenda were not discussed, and there were no actions taken.

**C. Executive Director's Report**

1. The Seoul International Youth Film Festival
2. Our National Merit Finalist
3. Sister School Teacher Visit
4. Showcase

David Flannery shared with the Board about the Arts High School students, Tyler Jenson whose work published in the Seoul International Youth Film Festival Book, and that Colleen Murphy is on the National Merit Finalist. He also informed the Board that PCAE will have two teachers from Haining School, our sister school in China, visiting the Center for a week in March. The teachers may participate in teaching Tai Chi and literature classes. David reported on the showcase that two legislators attended and that it was a good experience for the Center. The showcase and individual parts could be used as a model for future showcases.

**D. Director Mark Youngstrom's Report**

1. Wedding Gala
2. Becker Furniture World Gallery

Mark Youngstrom reported that the Wedding Gala may not bring in much revenue but the Arts High School students benefited from the experience. David Flannery attended this event. There

was not more information on the Becker Furniture World Gallery. Mark also shared information about student applicants and enrollments with the Board.

**VI. Consent Calendar**

**A. Student Internet Filtering Policy**

An internet filtering system was installed to comply with the Children Internet Protection Act (CIPA) for schools. The decision on filtering software should be a part of an overall internet policy.

**Recommend the Board approve the Student Filtering Policy as drafted on A2.**

**Board member Renee Jenson moved to approve the policy. Board member Mark French seconded the motion. The vote was unanimous.**

**VII. Old Business**

**A. Election of Officers**

Our bylaws call for the Board to elect a chair and vice chair at its annual meeting for a term of one year. The executive committee is charged with nominating candidates. They will meet to form their recommendation on February 19 at 1 p.m. in the Visitor's Center.

The Executive Committee recommended that board members Sonja Peterson and Bob Brandt be elected as Chair and Vice Chair for a period of one year from February 19, 2003.

**Board member Renee Jenson moved to approve the recommended slate. Board member Dan Reigstad seconded the motion. The vote was unanimous.**

**B. 2003/04 Proposed Board Meeting Calendar**

Meetings will usually be at the Perpich Center for Arts Education in the Visitors' Center. The Board will decide on the location for the September 17's meetings and the times for the October 15's meetings. Other special meetings may be called by the Board.

**Recommend the Board approve the meeting calendar proposed for FY 2003/04 attached on A3.**

The Board discussed possible out-of-town locations for the September 17's meetings. The Board agreed on three possible locations: Northfield, Willmar and Bemidji. Board member Jane McWilliams will research the Northfield location and if Northfield is not a possibility, board member Dan Reigstad will research Willmar, and board member Renee Jenson will research Bemidji.

**Board member Dan Reigstad moved to approve the proposed board meeting calendar. Board member Penny Johnson seconded the motion. The vote was unanimous.**

**C. Board Member Recruiting**

There are four vacancies. By law we need to have one board member appointed who lives in each of the following districts, one, six and eight. Another board member candidate can be an at large candidate.

The Board briefly discussed the vacant board members in districts one, six, and eight. The Board will help recruit interested candidates to apply.

**D. The Executive Limitations Policy: First Reading**

Included on A4 is a draft of the Executive Limitations Policy. The Executive Committee may have a recommendation for the full board.

The Executive Committee recommended that the Board approve the executive director limitation policy as distributed.

**Board member Renee Jenson moved to adopt the Executive Director Limitations Policy. Board member Dan Reigstad seconded the motion. The vote was unanimous.**

**VIII. Personnel**

**XI. New Business**

**A. Unallotment for Fiscal Year 2003**

The Conference Committee did not meet the Governor's deadline for an agreement and consequently the Governor unallotted state reserves and agency allocations. Our amount was \$130,000. David and Elmore will speak to the process and the impact.

**B. Biennium Budget Fiscal Year 2004/2005.**

Included on A5-15 are materials relating to the proposals we submitted to the Department of Finance to meet their mandates for Fiscal Years 2004/2005. David and Elmore will review the materials and discuss next steps with the Board and with our constituents.

David Flannery discussed the Governor's unallotment process and proceeded to explain the Center's biennium budget. The administration will present a biennial budget proposal at the next board meeting in March that could be acted on in April or May.

Elmore James shared financial information with the Board. Board member Mary Frances Skala recommended that our financial statements be redesigned to contain better comparison information. Elmore will provide a more detailed format financial statement at the next meeting.

**C. Legislative Report**

David, Sonja, and the Directors will report on recent legislative developments.

David Flannery reported that both Sonja and he have had meetings with key legislative leaders. He reported that the Arts Day at the Capitol was a success with over 200 participants. Many supporting letters for the Center were received from parents, students, alumni, and out-reach groups. David notified the Board that the Center has contracted Kathleen Maloney, Arts Alliance, as a temporary employee to be our legislation liaison.

Board member Renee Jensen recommended that along with the budget information to be posted on our website, support letters should be posted as well for stakeholders or any interested party to view. David Flannery will work with Technology to complete this project.

**D. Revenue Options**

For a number of reasons including the state revenue short fall and the prevailing fiscal philosophy in the house and the executive branch, we need to discuss alternative revenue sources. David and the Directors will present options in March.

This topic will be brought back at the March 19 meeting for discussion.

**X. Information and Decisions**

**XI. Open Forum at 4:00 p.m.**

Craig Farmer, Arts High School teacher, shared with the Board news of an upcoming event in March called COLOR OUTSIDE the LINES. Board members were invited to attend the event, and posters of the event were distributed.

**XII. Adjourn**

Chair Sonja Peterson adjourned meeting at 4:51 p.m.

January 8, 2003

## **Student Internet Use Policy**

In order to support information gathering in general, research, and communication, it shall be the policy of PCAE's Board of Directors to provide all students with Internet access.

The Internet should be considered as another instructional resource and, as such, is subject to all provision concerning the selection and use of resources established in the Arts High School procedures.

Students will be expected to use the Internet in an appropriate and responsible manner. Students who misuse the Internet will be disciplined according to the school disciplinary policy and procedures. In addition, all Internet users must abide by local, state, and federal statutes and regulations.

The Arts High School administration will develop Internet use guidelines and procedures for student use. The guidelines will include:

- a. Opportunity for proper instruction concerning appropriate and responsible use and etiquette.
- b. An agreement between the school and the student where the students state their willingness to abide by the appropriate use guidelines in exchange for access on school owned equipment.
- c. Notification of the procedures will be included in the student handbook each year.
- d. Notice will also be presented to students and parents that electronic data, e-mails, and student data files are not considered private and may be searched and read for inappropriate materials similar to the handling of school lockers.
- e. Information on how to access blocked sites if those sites are truly educational and appropriate will be noted on the "access denied screen" to direct the viewer to contact technical support.

Further, in order to comply with federal law and in the interest of preventing Internet access to materials that, taken as a whole, lack serious artistic and educational value, it shall be the policy of the Board to use a filtering software on all school computers with access to the Internet. The software should block or filters access to Internet content that may reasonably be considered inappropriate for school use, harmful to minors and/or is illegal as defined by state and federal law.

Adopted 02/19/02

# PERPICH CENTER ARTS EDUCATION

Arts High School • Professional Development • Research

6125 Olson Memorial Hwy., Golden Valley, MN 55422

## 2003/04 Board Meeting Calendar

Date	Meeting	Time
01/15/03 Wednesday	Executive Committee - Canceled	1:00 p.m.
	Board Development	2:00 p.m.
	Full Board	3:00 p.m.
01/16/03	Personnel Committee Special Meeting ( <b>Thursday</b> )	3:00 p.m.
02/12/03	Personnel Committee Special Meeting ( <b>Wednesday</b> )	
02/19/03 Wednesday	Executive Committee	1:00 p.m.
	Finance and Program Committees	2:00 p.m.
	Full Board	3:00 p.m.
	Personnel Committee Special Meeting	5:00 p.m.
02/21/03	Personnel Committee Special Meeting ( <b>Friday</b> )	2:00 p.m.
03/19/03 Wednesday	Executive Committee	1:00 p.m.
	Board Development and Personnel Committees	2:00 p.m.
	Full Board	3:00 p.m.
04/16/03 Wednesday	Executive Committee	1:00 p.m.
	Finance and Program Committees	2:00 p.m.
	Full Board	3:00 p.m.
05/21/03 Wednesday	Executive Committee	1:00 p.m.
	Board Development and Personnel Committees	2:00 p.m.
	Full Board	3:00 p.m.
06/18/03 Wednesday	Executive Committee	1:00 p.m.
	Finance and Program Committees	2:00 p.m.
	Full Board	3:00 p.m.
07/16/03 Wednesday	Executive Committee	1:00 p.m.
	Board Development and Personnel Committees	2:00 p.m.
	Full Board	3:00 p.m.
08/20/03 Wednesday	Executive Committee	1:00 p.m.
	Finance and Program Committees	2:00 p.m.
	Full Board	3:00 p.m.
09/17/03 Wednesday <b>Out-State *</b>	Executive Committee	1:00 p.m.
	Board Development and Personnel Committees	2:00 p.m.
	Full Board	3:00 p.m.
10/15/03 Wednesday	Executive Committee	?
	Finance and Program Committees	?
	Full Board ( <b>Annual Board Retreat</b> ) *	?
11/19/03 Wednesday	Executive Committee	1:00 p.m.
	Board Development and Personnel Committees	2:00 p.m.
	Full Board	3:00 p.m.
12/17/03 Wednesday	Executive Committee	1:00 p.m.
	Finance and Program Committees	2:00 p.m.
	Full Board	3:00 p.m.

*\* Note: All meetings will be at the Perpich Center for Arts Education except for September 17, which will be decided by the Board. The Board will also decide on the times for the October 15 meetings. Other meetings may be called by the Board.*

Approved: February 19, 2003

February 19, 2003

## **Executive Director Limitation Policy**

### **Purpose**

To accomplish the critical mission of the Perpich Center for Arts Education, the Executive Director and the Board need to fulfill their important, complimentary, but different roles. Both will be helped in defining these appropriate roles through the creation of a limitation policy.

## **Policy**

The Executive Director has complete authority and accountability for all the Center's operations except as enumerated below.

The Executive Director shall not:

1. Cause or allow any practice, activity or organizational circumstance that is unlawful, imprudent or in violation of commonly accepted education or professional ethics.
2. Change or allow any practice that changes the mission of the Center as defined by the Board.
3. Change, or allow activities that violate or contradict board policy or state regulation.
4. Authorize or eliminate positions without Board approval.
5. Suggest, lobby for or support new legislation or the repeal of existing legislation that affect the Center without the explicit direction of the Board.
6. Prepare annual or biennial budgets that risk fiscal jeopardy or deviate from the Board's established mission, program and budget goals.
7. Change his or her own compensation and benefits without Board approval.
8. Reallocate more than \$50,000 of the approved budget in a fiscal year without Board approval.
9. Award compensation or benefits to employees on the Commissioner's Plan without reporting those awards to the Board.
10. Accept grants or gifts that exceed \$5,000 without Board approval.
11. Award contracts for services that exceed \$5,000 without Board approval.
12. Dispose of real property with a value of more than \$5,000 without Board approval and guidance from the Department of Administration.
13. Fail to provide the Board with information requested by the Board and needed, in the Board's sole discretion, to meet its legal and ethical responsibilities.
14. Hire, fire or discipline employees in ways that violate state law, state regulation or negotiated agreements or Board Policy.
15. Schedule meetings of the Board or Board Committees, except in emergency situations.

This Executive Limitations Policy will be reviewed during the Executive Director's annual performance review.

Adopted 02/19/03

# **PERPICH CENTER ARTS EDUCATION**

Arts High School • Professional Development • Research

6125 Olson Memorial Hwy., Golden Valley, MN 55422

## **Executive Committee Meeting Minutes**

### **Date & Time:**

**February 19, 2003, at 1:00 p.m.**

### **Located At:**

**Perpich Center for Arts Education, Visitors Center**

#### **1. Call Meeting to Order**

Sonja Peterson, Chair of Executive Committee, called meeting to order at 1:05 p.m.

#### **2. Roll Call**

##### **Committee Members Present:**

Bob Brandt, Renee Jensen, Sonja Peterson, Marjorie Savage

**Committee Member Absent:** Mark French

**Others Present:** David Flannery, Kou Vang

#### **3. Approval of Meeting Minutes**

- a. 11/20/02 Meeting Minutes
- b. 12/18/02 Meeting Minutes

**Board member Renee Jensen moved to approve the meeting minutes. Board member Marjorie Savage seconded the motion. The vote was unanimous.**

#### **4. Executive Limitation Policy**

The Committee noted some miscellaneous spelling errors to correct, and adopted the policy to recommend to the Board for approval.

**Board member Marjorie Savage moved to recommend the Executive Limitation Policy. Board member Bob Brandt seconded the motion. The vote was unanimous.**

#### **5. The Nomination of Officers**

The Committee reviewed the current committee set-up and discussed the committee members' terms. The Committee may consider changing the terms to correspond with PCAE's fiscal year calendar at the next annual meeting.

**Board member Renee Jensen moved to approve the current committee set-up for a period of one year. Board member Marjorie Savage seconded the motion. The vote was unanimous.**

#### **6. Other**

Per the Committee's inquiry, Kou Vang briefly updated committee members of the lawsuit status.

#### **7. Adjourn**

Sonja Peterson, Chair of Executive Committee, adjourned meeting at 1:30 p.m.

# **PERPICH CENTER ARTS EDUCATION**

Arts High School • Professional Development • Research

6125 Olson Memorial Hwy., Golden Valley, MN 55422

## **Finance Committee Meeting Minutes**

### **Date & Time:**

**February 19, 2003, at 2:00 p.m.**

### **Located At:**

**Perpich Center for Arts Education, Visitors Center**

#### **1. Call Meeting to Order**

Renee Jenson, Chair of Finance Committee, called meeting to order at 2 p.m.

#### **2. Roll Call**

##### **Committee Members Present:**

Renee Jenson, Penny Johnson, Jane McWilliams, Dan Reigstad, Mary Frances Skala

**Committee Member Absent:** Patricia Anderson

**Non-Committee Board Member Present:** Bob Brandt

**Others:** David Flannery, Kou Vang, Elmore James

#### **3. Approval of Meeting Minutes**

- a. 10/09/02 Meeting Minutes
- b. 11/20/02 Meeting Minutes
- c. 12/18/02 Meeting Minutes

**Board member Mary Frances Skala moved to approve the meeting minutes. Board member Penny Johnson seconded the motion. The vote was unanimous.**

#### **4. FY 2003 Unallotment**

David Flannery and the Committee briefly discussed the Governor's unallotment. The Center is expected to forfeit \$130,000 of the FY03 allocation as its contribution to balance the budget.

#### **5. FY 2004/05 Biennium Budget**

David Flannery reviewed the budget process leading to the areas and amounts that will be cut that will least affect the Center's mission.

Chair Renee Jenson recommended that the budget information shared with the Finance Committee be posted on our website for stakeholders to view. David Flannery will follow-up with Technology to work on this.

#### **6. Other - No other topics were discussed.**

#### **7. Adjourn**

Renee Jenson, Chair of Finance Committee, adjourned meeting at 2:57 p.m.

# **PERPICH CENTER ARTS EDUCATION**

Arts High School • Professional Development • Research

6125 Olson Memorial Hwy., Golden Valley, MN 55422

## **Personnel Committee Meeting Minutes**

### **Date & Time:**

**February 19, 2003**

**5:00 p.m. (following full board meeting)**

### **Located At:**

**Perpich Center for Arts Education, Visitors Center**

**1. Call Meeting to Order**

Mark French, Chair of Personnel Committee, called meeting to order at 5 p.m.

**2. Roll Call**

**Committee Members Present:**

Alex Boies, Bob Brandt, Mark French, Renee Jenson, Sonja Peterson, Dan Reigstad

**Others:** David Flannery, Kou Vang, Mike Hiatt, Mark Youngstrom

**3. Approval of Meeting Minutes**

- a. 01/16/03 Meeting Minutes
- b. 02/12/03 Meeting Minutes

Minutes were not approved, as time did not permit.

**4. Out-of-town Executive Director Candidate Interviews**

There were two out-state candidate interviews scheduled but one withdrew. The Committee interviewed Mr. Roger Tomhave.

The Committee reviewed notes from all interviews and discussed candidates' credentials. The Committee selected three finalists (Roger Tomhave, Pam Paulson and Jeff Prauer) to meet with constituent groups and the Board on February 21. James Abruzzo was involved by phone in the Committee's decision.

**5. Adjourned**

Mark French, Chair of Personnel Committee, adjourned meeting at 6:45 p.m.

# **PERPICH CENTER ARTS EDUCATION**

Arts High School • Professional Development • Research

6125 Olson Memorial Hwy., Golden Valley, MN 55422

## **Programs Committee Meeting Notes**

### **Date & Time:**

**February 19, 2003, at 2:00 p.m.**

### **Located At:**

**Perpich Center for Arts Education  
Executive Conference Room**

#### **1. Call Meeting to Order**

Marjorie Savage, Chair of Programs Committee, called meeting to order at 2 p.m.

#### **2. Roll Call**

**Committee Members Present:** Sonja Peterson, Marjorie Savage

**Committee Members Absent:** Tina Anderson-Richards, Mark French, Penny Johnson, Mohammed Lawal

**Others:** Mike Hiatt and Pam Paulson

#### **3. Approval of Meeting Minutes**

- a. 11/20/02 Meeting Minutes
- b. 12/18/02 Meeting Minutes

The minutes were not approved as there was not a quorum.

#### **4. Program Evaluation and Monitoring Process**

#### **5. Information on how PCAE's work contributes to the quality of life, economy of the state, and arts education.**

#### **6. Artist Mentor Collaboration**

#### **7. Other**

Admissions was added to the agenda. The Committee talked about admissions, who we can best serve, and how can we do it better.

The topics on this agenda were not discussed and no actions were taken due to lack of a quorum. These topics will be brought back at the next meeting for discussion and consideration.

#### **8. Adjourn**

Marjorie Savage, Chair of Programs Committee, adjourned meeting at 2:55 p.m.

Perpich Center for Arts Education  
Program Committee Notes  
February 19, 2003

Board members present: Sonja Peterson, Marjorie Savage

Staff members present: Mike Hiatt, Pam Paulson

The following item was added to the meeting agenda:

- Setting Admission Goals

To set admission goals the following sorts of questions need to be answered --

Who do we want to serve?

Who do we serve best?

Who is it our responsibility to serve?

We also need to answer the question, What other students (beyond the Arts High School) do we need to serve? How can we do that best?

How can we set priorities for our admissions based on our mission, which is to help teachers and students K-12, statewide to increase their learning?

How do we make the biggest impact?

It is important for us to clarify our priorities for the Legislature the Governor and us.

Several pieces of data can help inform our thinking process.

In regard to the Arts High School admissions:

- The number of applications is down this year compared to last year. 318 compared to 391. There are most likely several different reasons for this, including the economy, reluctance of families to let students leave home with threats of terrorism, state budget deficit impacting state agencies, like PCAE.

- There is an increasing number of metro students compared to students from Greater Minnesota: 70% metro this year compared to 67% metro last year.

- We have large suburban population in the School.

• The majority of our students go on to post-secondary experiences. The question was asked whether we give any kind of survey to our students when they arrive to determine their plans after graduation? It was noted that the students complete the Search Institute Survey on student assets.

- Diversity is 17%, up slightly from last year.

Setting priorities can assist us in decisions about what programs to fund, especially in a time of tight budgets. As an example, the Artist-Mentor program, if reinstated might help us achieve priorities to reach outstate students and provide them an individualized learning experience. Although it probably is not possible to reinstate a program of this type during budget reductions, past experience with this program indicates it has had a large impact on students.

In this difficult budget we need to use our resources wisely by developing collaborations with groups like the Regional Arts Councils, CAPP committees and other arts organizations.

The board has given full support for the Center's work statewide and believes the outreach functions are core functions of the agency. We are the only comprehensive organization that has a school, research, professional development, and a learning resource center. It is a unique and powerful design for impacting students across the state. Everything we do across the Center is considered K-12 education.

Next steps –

- Mike talk with State Arts Board about potential collaborations for the Artist-Mentor program
- Set another program committee meeting in the near future to continue the discussion about setting goals and priorities.

# PERPICH CENTER ARTS EDUCATION

Arts High School • Professional Development • Research

6125 Olson Memorial Hwy., Golden Valley, MN 55422

## Personnel Committee Meeting Minutes

### Date & Time:

February 21, 2003, at 2 p.m.

### Located At:

Perpich Center for Arts Education, Visitors Center

#### 1. Call Meeting to Order

Mark French, Chair of Personnel Committee, called meeting to order at 2 p.m.

#### 2. Roll Call

##### **Committee Members Present:**

Alex Boies, Bob Brandt, Mark French, Renee Jenson, Sonja Peterson, Dan Reigstad

**Non-Committee Board Member Present:** Jane McWilliams

##### **Others:**

David Flannery, Kou Vang, Mike Hiatt, Mark Youngstrom, Mary Pietruszewski, Joan Gartner, Karen Monson, Peggy Peipho, Jeanne Iverson, Tom Carlson, Elmore James, Mike Hiatt, Kari Goodman, Barbara Morin, Mary Harding (some for parts of the meeting)

#### 3. Constituent Group Representative Reports

Three finalists Roger Tomhave, Pam Paulson, Jeff Pauer were scheduled to interview with constituent groups but Mr. Tomhave withdrew as a candidate.

The Committee listened to each representative from two constituent groups consisting of outreach groups, agency, staff, parents, students, alumni, and directors. The Board thanked everyone for their input and commended everyone for their efforts.

The Committee reviewed all previous interview notes as well as the input from constituent groups and discussed the two candidates.

Board member Bob Brandt expressed his opinion that the Center has an excellent interim executive director, David Flannery, and perhaps the Committee should ask if David would consider being a candidate. After much discussion, the Committee voted on the following two motions.

- a. Committee member Renee Jenson moved to recommend that the Committee accept finalist candidate Pam Paulson to start as Executive Director effective July 1, 2003. Committee member Mark French seconded the motion.

The motion was defeated four to two as voted below:

Renee Jenson      no

Sonja Peterson no  
Dan Reigstad yes  
Bob Brandt no  
Alex Boies no  
Mark French yes

- b. Committee member Bob Brandt moved to recommend the Committee to table discussion until the next meeting. Committee member Alex Boies seconded the motion.

The motion was defeated three to three as voted below:

Renee Jenson no  
Sonja Peterson yes  
Dan Reigstad no  
Bob Brandt yes  
Alex Boies yes  
Mark French no

After some discussion, the Committee decided to meet again next week to continue the search process.

4. Adjourned

Mark French, Chair of Personnel Committee, adjourned the meeting at 7:20 p.m.

# PERPICH CENTER ARTS EDUCATION

Arts High School • Professional Development • Research

6125 Olson Memorial Hwy., Golden Valley, MN 55422

## Personnel Committee Meeting Agenda

### Date & Time:

February 26, 2003, at 4 p.m.

### Located At:

Perpich Center for Arts Education, Visitors Center

#### 1. Roll Call

##### **Committee Members Present:**

Alex Boies, Mark French, Renee Jenson, Bob Brandt, Dan Reigstad, Sonja Peterson

**Others:** Kou Vang, James Abruzzo (conference call), John Engel, Tom Carlson, Mary Pietruszewski, Kari Goodman, Bev DeVos, Karen Monson, Elmore James, Diane Aldis, Barbara Cox, Mary Sundet-Jones, Sheila Carr, Jan Antrim, Mike Hiatt, Mark Youngstrom (not all stayed for the full meeting)

#### 2. Call Meeting to Order

Mark French, Personnel Committee Chair, called meeting to order at 4:04 p.m.

#### 3. Executive Director Search Process

Mark French started the meeting with a recap of February 21 meeting. He shared with the Committee information from DOER about concerns of proper handling of interim executive director David Flannery's candidacy. The Committee discussed the Interim Executive Director to be considered as a candidate for the permanent position. There were discussions about the clarification of the Interim Executive Director that he or she would not be a candidate for the permanent position. There were also discussions about the finalists' qualifications. Committee members expressed concerns about fairness and about selecting a candidate qualified for the position. After some discussion, the Committee voted on two actions:

- a. Committee member Renee Jenson moved to recommend that the Committee reject both candidates and reopen the search. Committee member Sonja Peterson seconded the motion.

The motion was defeated with three in favor and three not in favor as voted below:

Renee Jenson	yes
Sonja Peterson	no
Dan Reigstad	no
Bob Brandt	yes
Alex Boies	yes
Mark French	no

- b. Committee member Bob Brandt moved to recommend that the Committee accept David Flannery, Interim Executive Director, as a candidate and have him follow the

same interview process with different questionnaire structure. Committee member Sonja Peterson seconded the motion.

The motion was passed with four in favor and two not in favor as voted below:

Renee Jenson	yes
Sonja Peterson	yes
Dan Reigstad	no
Bob Brandt	yes
Alex Boies	yes
Mark French	no

Mark French resigned as Chair of the Personnel Committee and from the Board. Dan Reigstad withdrew his participation in this search process with the passed motion; however, he will remain on the Personnel Committee and as a board member.

Mark French adjourned the meeting at 4:55 p.m.

Chair Sonja Peterson recalled meeting to order at 4:56 p.m.

She reviewed the Bylaws regarding the number of members required in a Committee. The Personnel Committee members are Alex Boies, Renee Jenson, Bob Brandt, Dan Reigstad, and Sonja Peterson. Dan Reigstad is not participating further in this search process; he left the meeting. Bob Brandt was elected as Chair of the Personnel Committee.

An interview date was scheduled on Wednesday, March 5 for David to interview with constituent groups and the Personnel Committee. The Committee plans to have a candidate to recommend to the Board for consideration at the March 19 meeting.

Bob Brandt, Chair of the Personnel Committee, adjourned the meeting at 5:11 p.m.

# **PERPICH CENTER ARTS EDUCATION**

Arts High School • Professional Development • Research

6125 Olson Memorial Hwy., Golden Valley, MN 55422

## **Personnel Committee Meeting Minutes**

### **Date & Time:**

**Wednesday, March 5, 2003, at 4 p.m.**

### **Located At:**

**Perpich Center for Arts Education, Visitors Center**

#### **1. Call Meeting to Order**

Bob Brandt, Chair of Personnel Committee, called meeting to order at 4:04 p.m.

#### **2. Roll Call**

**Committee Members Present:** Alex Boies, Renee Jenson, Bob Brandt, Sonja Peterson

**Committee Member Absent:** Dan Reigstad

**Others:** Kou Vang, Mary Pietruszewski, Tom Carlson, Karen Monson, John Engel, Diane Aldis, Jeanne Iverson, Jonathan Howard, Elmore James, Jeannie Reichel, Jan Antrim, Barbara Cox, Mary Youngstrom, Kevin Johnson

#### **3. Executive Director Search Process**

Bob Brandt shared information from the Attorney General's office with committee members about legality issues of properly handling the search process. In his discussion with the Attorney General's office, they confirmed that how the process was handled to date was not in violation of any laws or regulations. The Committee discussed options to proceed with the search process. The Committee also briefly discussed the fees and status of the search firm. Since the decision to hire a search firm was made by the full Board, the determination of how to proceed will be considered by the full Board. The cap on compensation for the executive director position was discussed. Again, this will be brought to the full Board for discussion. The possibility of declaring a failed search was discussed by the Committee. This issue will be referred to the full Board for determination. After some discussion, the Committee voted on two motions.

- a. **Committee member Sonja Peterson recommended that neither of the finalists be selected for the executive director position. Committee Renee Jenson seconded the motion.**

**The motion was passed as voted below:**

<b>Renee Jenson</b>	<b>yes</b>
<b>Sonja Peterson</b>	<b>yes</b>
<b>Bob Brandt</b>	<b>yes</b>
<b>Alex Boies</b>	<b>yes</b>

- b. **Committee member Sonja Peterson recommended that David Flannery's term as Interim Executive Director continue for a minimum of six months from March 19, 2003. Committee Renee Jenson seconded the motion.**

The motion was passed as voted below:

Renee Jenson	yes
Sonja Peterson	yes
Bob Brandt	yes
Alex Boies	yes

The Committee thanked everyone for their participation, commended the finalists and clarified how interim executive director David Flannery became a candidate. The above motions will be presented to the full Board as a recommendation at the March 19 meeting. Bob Brandt will provide a memo for Kou Vang to forward to all staff and board members.

**4. Adjourned**

Bob Brandt, Chair of Personnel Committee, adjourned meeting at 4:26 p.m.

# **PERPICH CENTER ARTS EDUCATION**

Arts High School • Professional Development • Research

6125 Olson Memorial Hwy., Golden Valley, MN 55422

## **Full Board Meeting Minutes**

### **Date & Time:**

**March 19, 2003, at 3 p.m.**

### **Location:**

**Perpich Center for Arts Education, Visitors Center**

#### **I. Call Meeting to Order**

Chair Sonja Peterson called meeting to order at 3:05 p.m.

#### **II. Roll Call**

**Board Members Present:** Patty Anderson, Tina Anderson-Richards, Alex Boies, Bob Brandt, Renee Jenson, Penny Johnson, Jane McWilliams, Sonja Peterson, Dan Reigstad, Marjorie Savage, Mary Frances Skala

**Board Members Absent:** Robert Tracy, Mohammed Lawal

**Others:** David Flannery, Kou Vang, Mike Hiatt, Bryan Richard, Cheryll Ostrom, Rusty King, Diane Aldis, Virginia McFennan, Mark Youngstrom, Jan Antrim, Mary Pietruszewski, Elmore James, Jeannie Reichel, Jeanne Iverson, Janet and Craig Spatafore, Tom Carlson, Karen Monson, Bev DeVos  
(Not all stayed for the whole meeting)

#### **III. Agenda Approval**

Board member Jane McWilliams moved to approve the agenda. Board member Mary Frances Skala seconded the motion. The vote was unanimous.

#### **IV. Consideration and Approval of Minutes**

##### **A. 02/19/03 Meeting Minutes, attached as B1-5**

Recommend the Board approve the 02/19/03 Meeting Minutes.

Board member Marjorie Savage requested rewording the committee assignment recommendation, as other committees have not elected their officers. Correction accepted; Chair Sonja Peterson advised board members to elect their officers at their next meeting.

Board member Penny Johnson moved to approve the minutes with the recommended correction. Board member Jane McWilliams seconded the motion. The vote was unanimous.

#### **V. Reports**

##### **A. Chair's Report - Sonja Peterson**

**1. Committee Assignment**

Chair Sonja Peterson informed the Board that at the last meeting Penny Johnson realized she was in too many committees. At her request, she was removed as a committee member of the Programs Committee.

**2. Chair of the Personnel Committee**

Chair Sonja Peterson reported that Bob Brandt was elected Chair of the Personnel Committee as a result of Mark French's resignation.

**B. Committee Reports**

**a) Executive Committee - Sonja Peterson**

Chair Sonja Peterson reported that the issues discussed in the Executive Committee meeting will be covered later in this meeting by the full Board.

**b) Finance Committee - Renee Jenson (No meeting)**

**c) Personnel Committee - Bob Brandt**

Personnel Committee Chair Bob Brandt reported that the Committee did not meet but he will report on the executive director search process later in this meeting.

**d) Board Development Committee - Bob Brandt**

Board Development Committee Chair Bob Brandt reported his withdrawal as Board Development Committee Chair as he may not have the time to handle Chair responsibilities for two committees. Mary Frances Skala was elected as Chair, and she will further report for the Committee.

Board Development Committee Chair Mary Frances Skala reported that the Committee discussed important information needed to assist new board members. David Flannery and Kou Vang will compile materials and put together a board member orientation manual for the Committee to review and consider at the next meeting.

**e) Programs Committee - Marjorie Savage**

Programs Committee Chair Marjorie Savage reported that there was no meeting but she would like to encourage more participants to join the Committee and also recommend having some criteria and limitation on how many committees a board member can participate to balance members in each committee.

**C. Executive Director's Report**

**a) Grant Proposal for Media Arts**

David Flannery reported Nancy Norwood and six students applied for a \$10,000 grant to support a video focused on the question: What makes school worth going to? The Center received a donation of \$359 from Target; the funds will go to the Foundation when it's setup. There will be a meeting following this meeting to have the old members name the new members to reactivate the Foundation. Craig Farmer, Visual Art Teacher, co-chaired a youth art month project called COLOR OUTSIDE the LINES. The March/April 2003 Minnesota Orchestra Showcase book featured our student dancers on the cover, short article of an upcoming program by Joanna Cortright, PDI staff member, and statement about the Center's role in arts education. David alerted board members that they will receive a Conflicts of Interest Declaration and if received. Please reply promptly. The law requires that the forms be completed.

**D. Other (None)**

## VI. Consent Calendar

### A. Contract for Julianna Nelson Dahl

The Perpich Center for Arts Education is seeking a qualified contractor to serve as logistics organizer for a Minnesota Retreat for the Arts, a statewide conference for arts education, to be held in Crystal, Minnesota, August 12-13, 2003. Services are to be provided during the contract period from January 31 to September 30, 2003, with the largest amount of time required between June and August 2003. The contract amount is \$7,700, which estimates approximately 300 hours at \$25/hour, plus up to \$200 for expenses. A Request for Proposals explaining the contract is attached as A1-3.

Recommend the Board approve the contract for Julianna Nelson Dahl to serve as logistics organizer.

**Board member Jane McWilliams moved to approve the grant. Board member Mary Frances Skala seconded the motion. The vote was unanimous.**

## VII. Old Business

### A. Executive Director Search Process

Bob Brandt, Personnel Committee Chair reported that after conducting extensive interviews and carefully evaluating the candidates, the Personnel Committee was not able to select a successful candidate. Bob Brandt shared how the Committee's reached their decision on the following recommendations.

*The Personnel Committee recommends that the Board not select either finalist candidate for the executive director position.*

A second resolution would extend David Flannery's term as Interim Executive Director.

*The Personnel Committee recommends that the Board extend David Flannery's term as Interim Executive Director to continue for a minimum of six months from March 19, 2003.*

**Board member Bob Brandt moved to approve the Personnel Committee's recommendation. Board member Renee Jenson seconded the motion.**

**After some discussion, Marjorie Savage moved to table the discussion. Board member Jane McWilliams seconded the motion.**

**The motion passed six to five:**

Patty Anderson	Yes	Tina Anderson-Richards	No
Alex Boies	No	Bob Brandt	No
Renee Jenson	No	Penny Johnson	Yes
Jane McWilliams	Yes	Sonja Peterson	No
Dan Reigstad	Yes	Marjorie Savage	Yes
Mary Frances Skala	Yes		

**Board Member Jane McWilliams moved to request that the Personnel Committee provide a report on the search process to the full Board and that a special meeting be convened as soon as possible to receive the report and set a direction for compiling the executive director search.**

**The motion passed ten to one:**

Patty Anderson	Yes	Tina Anderson-Richards	Yes
Alex Boies	Yes	Bob Brandt	No
Renee Jenson	Yes	Penny Johnson	Yes
Jane McWilliams	Yes	Sonja Peterson	Yes
Dan Reigstad	Yes	Marjorie Savage	Yes
Mary Frances Skala	Yes		

A meeting was set for next Monday, March 31, 2003, at 4 p.m.

**B. Discussion of Aspects of the Executive Director Search Process**

At the next meeting the Board will address, among things, the search, the compensation cap, and language for the executive director position job posting.

**C. DHR Status (Search Firm)**

The Board will also address this issue at the next week.

**D. Biennial Budget**

Elmore James presented the Board with proposed cuts in the Administration, Mark Youngstrom, cuts in the Arts High School, Mary Pietruszewski, student fee increase, and Mike Hiatt and Jeanne Iverson, cuts in the outreach departments (PDI, LRC, and RACC).

Mary Pietruszewski passed out information explaining the recommendation on student fee increase to the Board.

Recommend the Board approve the fee increase as outlined on the information sheet passed out so that the fees can be proposed to parents.

**Board member Bob Brandt moved to approve the student fee increase. Board member Jane McWilliams seconded the motion. The vote was unanimous.**

**E. Board Member Recruiting**

Chair Sonja Peterson reminded board members to help solicit viable candidates from districts one, six, and eight to join PCAE's Board.

**VIII. New Business**

**A. Arts High School Calendar**

Each year after getting teacher input, Mark Youngstrom recommends the school calendar for the next year.

Recommend the Board approve the 2003/2004 calendar for the Arts High School as presented in A10-11.

**Board member Mary Frances Skala moved to approve the Arts High School calendar. Board member Dan Reigstad seconded the motion. The vote was unanimous.**

**IX. Personnel**

**A. Board Member Resignation**

Board member Mark French requested to resign from PCAE's Board of Directors effective February 27, 2003. His resignation request is attached as A12.

Recommend the Board accept Mark French's resignation from PCAE's Board of directors and forward it on to the Governor's office.

**Board member Bob Brandt moved to approve Mark French's resignation. Board member Mary Frances Skala seconded the motion. The vote was unanimous.**

**B. Linda R. Stowe Resignation**

Linda and her husband are moving to Illinois where he has accepted a new position. A copy of Linda letter is on A13.

Recommend the Board accept the resignation of Linda Stowe, AHS math teacher, effective at the end of the 2002/2003 School Year.

**Board member Jane McWilliams moved to approve Linda Stowe's resignation. Board member Mary Frances Skala seconded the motion. The vote was unanimous.**

**C. A Leave of Absence for Joann Winter**

Consistent with the negotiated agreement, the president of the State Residential Schools Education Association has requested a leave for Joann so that she may accept a position with them. A copy of the letter is included on A14.

Recommend that the Board grant an unpaid leave of absence to Joann Winter for The 2003-2004 School Year to enable her to accept a position with the Association.

**Board member Bob Brandt moved to approve Joann Winter's unpaid leave of absence. Board member Mary Frances Skala seconded the motion. The vote was unanimous.**

**X. Information and Decisions**

**A. Board members and Committee Chart attached as I1-2**

**XI. Open Forum at 4 p.m.**

Byron Richard and Cheryll Ostrom thanked the Board for their efforts to reach a resolution on the executive director search.

**XII. Meeting Adjourn**

**Chair Sonja Peterson adjourned meeting at 5:11 p.m.**

## MEMORANDUM

TO: David Flannery  
Interim Executive Director

FROM: Michael Hiatt, PDI Director  
Mary Sundet Jones, Partnering Resources Coordinator

DATE: March 11, 2003

SUBJECT: Request for Board Approval of Contract

CONTRACT: \$7,700  
Julianna Nelson Dahl  
Statewide Conference Organizer

Description

As was the case in 2002, the task of producing a statewide conference for 300 educators and teaching artists requires that there be at least one person whose sole focus is on making all the details come together for a successful conference. Julianna Nelson Dahl has extensive experience in organizing events, dealing with vendors, and managing details for large projects, as well as an understanding of arts and education. Her communication skills are strong, and she is fully capable of undertaking the tasks needed to produce the Minnesota Retreat for the Arts.

Process

According to the procedure laid out by the Department of Administration for an Informal RFP, we developed the attached Request for Applications and submitted it for approval to the Department of Administration. Once approved, the Request for Applications was sent to a targeted mailing list of approximately 60 names. Six applications were received and reviewed by a four-member committee (3 PDI staff and one outside individual). Three of the applicants were asked to interview, and on the basis of those interviews we selected Julianna Nelson Dahl as the successful candidate. The criteria were as noted on the attached Request for Applications.

Budget

Contract amount is \$7,700, which estimates approximately 300 hours at \$25/hour, plus up to \$200 for expenses.

No state funds are used for this contract. Funding is from the McKnight Foundation's funds provided for the Minnesota Arts Education Network.

## Request for Applicants for a Statewide Conference Organizer

### Perpich Center for Arts Education Professional Development Institute

The Perpich Center for Arts Education is seeking applications from qualified individuals to serve as organizer of a statewide arts education conference, to be held August 12-13, 2003, in Crystal, Minnesota. Services are to be provided during the contract period from January 31, 2003 to September 30, 2003, with the largest amount of time required between June and August 2003.

#### **I. Overview and Tasks**

The Perpich Center for Arts Education (Center) is a state agency created under Minnesota Statute 129.C.10 for the primary purpose of improving arts education for elementary and secondary students, teachers, and artists throughout Minnesota. The agency is comprised of an Arts High School; Research, Assessment & Curriculum Center (RACC); and the Professional Development Institute (PDI). The Center provides leadership in arts education through programs that use innovative approaches, sometimes in non-traditional settings, often through collaborations and partnerships, to strengthen arts education and education in general through the arts.

The Agency is seeking a qualified contractor to serve as logistics organizer for A Minnesota Retreat for the Arts, a statewide conference for arts education, to be held in Crystal, Minnesota, August 12-13, 2003.

Contractor will support, monitor, and/or implement all logistical arrangements for the conference, including:

- Participate as staff in advisory committee meetings and other planning sessions
- Assist with developing and disseminating conference registration information, and calls for presenters and displays
- Gather details as needed from speakers, presenters, and performers, to flesh out agenda for printed program and other print materials, and assist with proofreading final print drafts
- Assist with details of speaker and presenter confirmations, including mailings, email contacts, and phone contacts
- Track needs and provide logistical support for food, printing, and registration arrangements and processes
- Track space needs, including helping to assign rooms, identifying equipment needs, managing planning and setup of any displays, communicating with custodial and building staff, and assisting as needed with production management for plenary sessions
- Work with Center staff to identify short-term staffing needs and coordinate work of other contracted conference staff
- Work with staff to identify other purchasing needs, and initiate necessary purchase orders through appropriate Center processes
- Serve as primary conference organizer and trouble-shooter for setup day and actual conference days, including continuously monitoring registration area, cafeteria, and session locations to ensure a smooth flow of events
- Maintain excellent records and documentation
- Work with Center staff to manage information through computer databases and clear filing systems

- Tabulate conference evaluations and report results back to Center staff

## **II. Qualifications**

Qualified applicants will have demonstrated experience in the following areas:

- Experience managing details and logistics for large, multi-dimensional events
- Excellent organizational skills
- Ability to communicate effectively (verbally and in writing) with a broad range of people including educators, artists, representatives of arts organizations, technical and support staff, and vendors
- (Preferable) Familiarity with the Perpich Center's staff and programs, and with Minnesota's arts education field in general

The conference organizer must have access to his/her own car, and be available for meetings at the conference site and at the Perpich Center during normal business hours. Conference organizer must also have working email access and have a working cell phone and/or a working telephone answering service.

## **III. Application**

Application must include:

- a resume and cover letter detailing qualifications as described above
- names and telephone numbers of 3 references able to speak to applicant's qualifications

## **IV. Selection Process**

Applications will be evaluated by Perpich Center professional staff. In-person or telephone interviews may be held.

## **V. Compensation**

Compensation will be \$25 per hour, with an estimated total of approximately 300 hours (\$7,500 total) over the contract period January 31, 2003 – September 30, 2003. Travel and other expenses will be reimbursed as needed.

## **VI. Agency Contact**

Prospective applicants who have questions may call or write:

Mary Sundet Jones, Partnering Resources Coordinator, Perpich Center for Arts Education, 6125 Olson Memorial Highway, Golden Valley, Minnesota 55422, 1-800-657-3515, (763) 591-4711.

## **VII. Deadline**

All applications must be received by the Perpich Center for Arts Education no later than 4:00pm (by the Perpich Center's reception area clock), **January 10, 2003.**

Mailed applications should be sent to Mary Sundet Jones, Partnering Resources Coordinator, Perpich Center for Arts Education, 6125 Olson Memorial Highway, Golden Valley, Minnesota 55422,

Faxed applications may be sent to 763-591-4759.

Hand-delivered applications must be dropped off at the main reception desk at the Perpich Center for Arts Education, 6125 Olson Memorial Highway, Golden Valley, MN.

## 2003-04 Fee Increase Recommendations

AL  
(AL-9)

**DRAFT A** - 3/5/03

Acceptance Fee:	No increase
Car Permit Fee:	No increase.
*Van Service:	Increase from \$200 to \$300/semester with flexible monthly payments.
Residential Fee:	Increase of \$150 to all residents, bringing residential fee to \$2,300.
Activity Fee:	No increase (this fee was doubled last year).
Medical Fee:	Increase to \$100 with \$50 refundable.
Maintenance Fee:	Increase of \$50, bringing this fee to \$250 with \$50 refundable.

*\*fee applies to commuter students only*

Cost increase to returning residents would be \$250. Families may apply for reduced fees by submitting a Reduced Student Fee Application to the accounting office. Twenty families qualified for free or reduced residential fees this school year: (6) were free and (14) paid reduced fees.

<b>Resident Fee Structure</b>				
<u>Type of Fee</u>	<u>00-01</u>	<u>01-02</u>	<u>02-03</u>	<u>03-04</u>
<b>Residential</b>	<b>1,800</b>	<b>2,100</b>	<b>2,150</b>	<b>\$2,300</b>
Activity	50	50	100	100
Medical	50	50	50	100(\$50 refundable)
Maintenance	175 (\$125 refundable)	200 (\$100 refundable)	200 (\$50 refundable)	250(\$50 refundable)
<b>Total</b>	<b>1,875</b>	<b>2,075</b>	<b>2,500</b>	<b>2,750</b> (+\$50 with car)

Approximate additional amount collected/ based on 150 residents with estimated 130 @ full fee status; 15 @ reduced fee status; and 5 @ free status:

1. Increase residential fee by \$150. This fee is used to defray costs to house and feed resident students. \$20,625
2. Increase medical fee to \$100 and retain \$50 (refund other \$50) for resident students to defray costs of basic medical supplies and services provided to resident students and salary costs for school nurse. \$ 6,875
3. Increase maintenance fee by \$50. This fee is used to defray costs of dorm cleaning, repairs and general maintenance. \$ 6,875
4. Increase van service by \$100 semester to defray costs of van rental and drivers' salaries. Estimate 16 commuter students use service all year. \$3,200

**Estimated additional collected:**

**\$37,575**

#### **Possible Residential Fee Payment Plan Options**

(Full payment of Activity, Medical and Maintenance would still be due by Aug. 2)

1. Pay full amount by August 2.
2. Pay on semester basis; no fee processing fee.
3. Pay on quarterly basis with \$10 per payment to offset administrative costs to monitor payment plan.
4. Monthly payment plan with \$10 per payment to offset administrative costs to monitor payment plan.

(USDA Expenditures on Children by Families, 2001 Annual Report) The U.S. Dept. of Agriculture estimates the cost for Midwest families (average income of \$52,400) to feed a 15-17 year old per year is \$2,030. This estimate would make the cost to feed one student 9 months of the school year about \$1,522.

**Measures taken, aside from established fees, to offset costs of residential program**

**1. Work Service Program, p. Section 7 in Residence Hall Contract**

Every resident student is required to work 2.5 hours on campus each week. One-half hour is committed to weekly dorm quad cleaning; two hours are assigned to tasks that would otherwise have to be completed by hired employees. Work service areas include: LRC; cafeteria; dorm common area cleaning; clerical support at PDI/RAC, school student services, school programs, Admissions and Administration offices; security team; and campus recycling program. Residence hall staff directs the Work Service program. No student is exempt from a work assignment. Failure to comply with assigned work service results in monetary fines, dorm suspension and ultimately dorm contract cancellation. It is enforced. An estimated subsidy as a result of this program, at 35 school weeks with 125 residents @ \$6/hr., 2 hours/week, exceeds \$52,000 each school year.

**2. Miscellaneous Charges to Students to Offset Costs**

- |    |  |                 |
|----|--|-----------------|
| A. | Medical – Students are charged .25c per over the counter medications provided.<br>Students are also charged for misplaced heating pads, cold packs, etc.<br>Approximate amount collected annually: | <b>\$200.00</b> |
| B. | Transportation – Residents are charged \$5 when staff transports them to medical appointments. Approximate amount collected annually:  | <b>\$250.00</b> |
| C. | Laundry – Washers and dryers are coin-operated at .50c/per load.<br>Approximate amount collected annually:   | <b>\$700.00</b> |
| D. | Urinalysis kits (drug tests) – We charge \$25 per drug test given, if positive, and for all randoms given if student is on No Use contract.<br>Approximate amount collected annually:              | <b>\$250.00</b> |

## April 2000 – Comparisons

### Idyllwild School of Music & Arts, Idyllwild, CA - PRIVATE

(909) 659-2171, ext. 202, Robin Moore

- Students: 240 residents
- Room and board (includes tuition) paid by students: \$28,700/year
- Room and board actual costs per student: \$12,900

### Indiana Academy for Math, Science and Humanities, Muncie, IN - STATE FUNDED

(765) 285-8125, Barbara Spike

- Students: 280 residents
- Student pays no residential or tuition fees. Student pays only textbook rentals.
- Room and board actual costs per student: \$4,700

### Mississippi School for Math and Science, Columbus, MS - STATE FUNDED

(601) 329-7360, Mike Newman

- Students: 260 residents
- Student pays no fees.
- Room and board actual costs per student: approx. \$3,400

### North Carolina School for the Arts, Winston-Salem, NC - STATE FUNDED

(336) 770-3290, Bill Donahue

- Students: 270 residents
- Room and board paid by student: \$5,784. Includes \$549/activity; \$315/health; \$2665/room; \$2255/food.
- Room and board actual costs per student: \$5,784 Total costs are passed on to student

A10

# SCHOOL CALENDAR (AUGUST 2003 -

## August 2003

October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					Faculty 1st Day on Contract	
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
New Residents move in Dorm 12-6pm	New Students 1st day of school Ret. Seniors move into Dorm 2-6pm	First full school day for ALL students			1/2 day of school Parent Open House Dorm Close 6pm	
24	25	26	27	28	29	30
31						

Sun	Mon	Tue	Wed
	Yom Kippur		
5	6	7	8
12	13	14	1/2 day of school Staff Development Dorm Close 6pm
Dorm Open 4pm		PSAT - No Academic Classes	
19	20	21	22
26	27	28	29

## September 2003

November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	Labor Day Dorm Open 4pm					
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	Info. Session 12:00
					Dorm Close 6pm	Rosh Hashanah
21	22	23	24	25	26	27
28	Staff Development Day - No Classes Dorm Open 4pm	Dedication				
	29	30				

Sun	Mon	Tue	Wed
	SPRs DUE 8:00 A.M.		
2	3	4	
Dorm Open 4pm			
9	10	11	12
16	17	18	19
23		Dorm Close 6pm	Comp. Time - No Classes
11/30 Dorm Open 4pm		25	26
30	24		

Sun	Mon
1	2
8	9
15	President's Holiday
22	23
29	

Sun	Mon
7	8
14	SPRs DUE 8:00 A.M.
21	Sp
Dorm Open 4pm	
28	29

TO: Sonja Peterson, Chair of the Board for the Perpich Center for Arts Education  
David Flannery, Interim Executive Director for the Perpich Center for Arts Education  
John Bernes, Appointments for Education Committees

FROM: Mark French, Member of the Board of the Perpich Center for Arts Education

DATE: February 26, 2003

RE: My resignation from the Board of the Perpich Center for Arts Education

This is a notice of my intent to resign as a member of the Board of the Perpich Center for Arts Education effective February 27, 2003. Thank you.

February 24, 2003

Mark Youngstrom  
Perpich Center for Arts Education  
6125 Olson Memorial Highway  
Golden Valley, MN 55422

Dear Mark:

I am writing to inform you of my decision to resign from my position as mathematics teacher at the Arts High School, effective June 5, 2003. I am resigning as my husband has accepted a position in Illinois and we will be moving there. I want to thank you for the part that you have contributed toward my growth as a teacher at the high school level. Also, I would like to request that you write a letter of recommendation for me as I may pursue another teaching position after I have settled in Illinois.

Good luck to you and other colleagues as the school continues its endeavors in academics and arts education.

Sincerely,



Linda R. Stowe



# State Residential Schools Education Association

4930 W. 77th St., #180, Edina, MN 55435

952-831-7799 ■ 877-462-5835 ■ 952-831-3722 TDD ■ FAX 952-831-7203



February 28, 2003

Dr. David Flannery, Interim Executive Director  
Mr. Mark Youngstrom, Program Director  
Perpich Center for Arts Education  
6125 Olson Memorial Highway  
Golden Valley MN 55422

Dear Dr. Flannery and Mr. Youngstrom:

Pursuant to Article 17, Section 5F (Association Leave) of the State Residential Schools Education Association contract, the Association is requesting a leave of absence for Ms. JoAnn Winter, Spanish instructor at the Perpich Center for Arts Education. Ms. Winter has been appointed as a full time field staff representing SRSEA.

We are very pleased that Ms. Winter will be working with us and anticipate the continued good working relationship we have with the Perpich Center. Thank you for your cooperation.

Sincerely,

Jeanette June, President  
State Residential Schools Education Association

C: JoAnn Winter, Education Minnesota  
Sara Gjerdrum, Education Minnesota

# **PERPICH CENTER ARTS EDUCATION**

Arts High School • Professional Development • Research

6125 Olson Memorial Hwy., Golden Valley, MN 55422

## **Board Development Committee Meeting**

### **Date & Time:**

**March 19, 2003 @ 2:00 p.m.**

### **Located At:**

**Perpich Center for Arts Education, Visitors Center**

#### **1. Call Meeting to Order**

Chair Board Bob called meeting to order at 2:05 p.m.

#### **2. Roll Call**

**Committee Member Present:** Bob Brandt, Renee Jenson, Penny Johnson, Jane McWilliams, Marjorie Savage Mary Frances Skala

**Others:** David Flannery, Kou Vang

#### **3. Approval of Minutes**

- a. 11/20/02 Meeting Minutes
- b. 01/15/03 Meeting Minutes

**Board member Mary Frances Skala moved to approve the minutes. Board member Penny Johnson seconded the motion. The vote was unanimous.**

#### **4. Defining Committee Role and Setting Priorities**

Bob Brandt withdrew as Committee Chair as he was appointed Chair of the Personnel Committee when Mark French resigned. He does not have the time required to serve as Chair on both committees. Mary Frances was appointed as the new Chair of the Board Development Committee.

The Committee discussed compiling in an orientation manual that would be helpful to new board members. Board member Marjorie Savage provided list of information to include in the manual. In addition to the list, the Committee would also like the manual to have the following information:

- a. Roles and Responsibility of a Board Member
- b. Number of Students from each Congressional District
- c. Senate Hearing Process
- d. Photo and Bio of Board Members for Identification

David Flannery and Kou Vang will put a manual together for the Committee to review and consider at the next meeting.

#### **5. Adjourned**

Chair Mary Frances Skala adjourned meeting at 2:55 p.m.

# **PERPICH CENTER ARTS EDUCATION**

Arts High School • Professional Development • Research

6125 Olson Memorial Hwy., Golden Valley, MN 55422

## **Executive Committee Meeting Minutes**

### **Date & Time:**

**March 19, 2003, at 1:00 p.m.**

### **Located At:**

**Perpich Center for Arts Education, Visitors Center**

**1. Call Meeting to Order**

Chair Sonja Peterson called meeting to order at 1:05 p.m.

**2. Roll Call**

**Committee Members Present:** Renee Jenson, Sonja Peterson, Bob Brandt, Marjorie Savage

**Others:** David Flannery, Kou Vang

**3. Approval of 02/19/03 Meeting Minutes**

Committee member Marjorie Savage noted a name correction from Penny Johnson to Renee Jenson for the approval of 11/20/02 and 12/18/02 minutes.

**Committee member Marjorie Savage moved to approve the 02/19/03 meeting minutes with the correction noted. Committee Bob Brandt seconded the motion. The vote was unanimous.**

**4. Executive Director Search Process**

The Committee discussed options available to continue with the executive director search.

**5. Executive Director's Compensation Cap Discussion**

The Committee discussed possible recourse to remove the executive director compensation cap. The Committee asked that David Flannery research the compensation range with other comparable organizations and seek advice from James Abruzzo, DHR International and from our state representatives.

**6. Adjourn**

Chair Sonja Peterson adjourned meeting at 1:56 p.m.

# **PERPICH CENTER ARTS EDUCATION**

Arts High School • Professional Development • Research

6125 Olson Memorial Hwy., Golden Valley, MN 55422

## **Full Board Meeting Minutes**

### **Date & Time:**

**March 31, 2003 at 4:00 PM**

### **Location:**

**Perpich Center for Arts Education, Visitors Center**

#### **I. Call Meeting to Order**

**Chair Sonja Peterson called meeting to order at 4:05 p.m.**

#### **II. Roll Call**

**Board members present:** Bob Brandt, Renee Jenson, Penny Johnson, Mohammed Lawal (arrived at 4:10 PM), Jane McWilliams, Sonja Peterson, Marjorie Savage

Patty Anderson was present via speakerphone for approximately half the meeting

**Board members absent:** Tina Anderson-Richards, Alex Boies, Dan Reigstad, Robert Tracy, Mary Frances Skala

**Others:** David Flannery, Rusty King, Byron Richard, Cheryl Ostrom, Mike Hiatt, Elmore James, Karen Monson (Not all stayed for the whole meeting)

#### **III. Executive Director Search**

The Board discussed open meeting laws, and some expressed discomfort with discussing personnel in an open forum. Board member Bob Brandt requested that board members consider lobbying legislature to change open meeting laws regarding personnel decisions. Board member Marjorie Savage indicated that the Board must continue to adhere to the open meeting laws currently in place.

**Board member Jane McWilliams moved to bring back the table for discussion of the two recommendations regarding the executive director search given by the Personnel Committee at the March 19, 2003, full board meeting. Board member Penny Johnson seconded the motion. The vote was unanimous.**

Board member Marjorie Savage expressed discomfort with making decisions that would represent the full board with only seven board members present and indicated that she might leave. Chair Sonja Peterson offered to unofficially poll board members before calling an actual vote to see if there was a large divide in votes. Marjorie Savage indicated that she would stay if there were polls before a vote was called.

Board members agreed to discuss the two recommendations from the Personnel Committee separately.

#### **A. First Recommendation**

Board member Marjorie Savage questioned the Personnel Committee as to why they disagreed with the constituent groups that they had two viable candidates for the executive director position. Board member Renee Jenson explained that constituent groups did not judge candidates using the same criteria as the board members did. She further explained that the Personnel Committee chairperson had instructed her to select three finalists, even though she only felt that one candidate had the qualifications to be considered a finalist. Chair Sonja Peterson added that the finalists do not possess the supervisory and financial management experience required for the executive director position.

Chair Sonja Peterson polled the Board regarding the first recommendation. Following the poll:

**Personnel Committee Chairperson Bob Brandt moved that the board accept the recommendation of the Personnel Committee that neither finalist in the executive director search be forwarded to the board for consideration.**

**The motion passed six to one as recorded below:**

Bob Brandt	Yes	Jane McWilliams	Yes
Renee Jenson	Yes	Sonja Peterson	Yes
Penny Johnson	Yes	Marjorie Savage	No
Mohammed Lawal	Yes		

#### **B. Second Recommendation**

The Board discussed the recommendation to extend David Flannery's contract as interim executive director. David Flannery indicated that he would like to renegotiate his contract with the board if they choose to keep him on as interim executive director. He also indicated that he would recommend further reorganization within the agency if he stayed on as interim executive director.

**Board member Jane McWilliams moved that David Flannery be retained as the interim executive director for an indefinite period of time. Board member Renee Jenson seconded the motion. The vote passed unanimously.**

#### **C. Future Executive Director Search**

The Board discussed gathering data to assess the failed executive director search. Board member Marjorie Savage recommended that the board wait to begin a new executive director search until at least August so that the Personnel Committee has adequate time to assess the

previous search. Board member Renee Jenson indicated that she wants the Personnel Committee to move forward because it will be a lengthy process. She wants the committee to research the salary limitation on the executive director position to determine if it is adequate compensation to attract a viable candidate. Board member Mohammed Lawal recommended that the board request that James Abruzzo, the contractor hired to assist with the past executive director search, send a letter explaining his evaluation of the search process before proceeding with a new search. Chair Sonja Peterson asked Personnel Committee Chairperson Bob Brandt to contact Abruzzo for this information.

The board continued a discussion of the salary cap and what steps the board would have to take to have the cap lifted for the executive director position.

**Board member Jane McWilliams moved that the Personnel Committee study the issue of compensation and the process of lobbying the Legislature to raise the salary cap for the executive director position and that the committee interview James Abruzzo regarding the failed search process. She also moved that the Personnel Committee explore whether there are other factors that limited the candidate pool. Board member Penny Johnson seconded the motion. The vote was unanimous.**

#### **IV. Meeting Adjourn**

**Chair Sonja Peterson moved to adjourn the meeting. Board member Penny Johnson seconded the motion. The vote was unanimous. The meeting adjourned at 5:15 p.m.**

To: David Flannery  
From: "Jane B. McWilliams" <jmcwilli@rconnect.com>  
Subject: Re: Board meeting  
CC:  
Date Sent: Monday, March 31, 2003 11:57 AM

I'm sorry, David. I thought you had been on the list. Here is what I wrote:

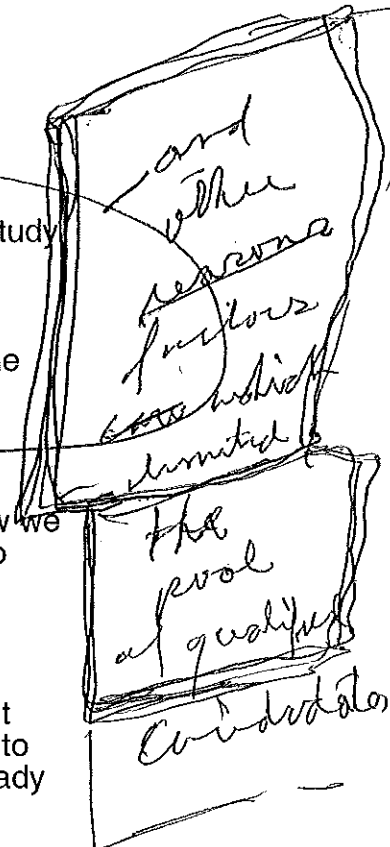
Fellow Board Members,

I have given today's meeting a lot of thought and would like to offer the following proposal as a way of organizing our discussion:

1. That we ask David Flannery to continue as Interim Director for an open-ended period, if he is willing. This would give us time to rethink where we want to go following the initial failed hiring process.
2. If David agrees, that we temporarily set aside as a board any further consideration of hiring an executive director and instead focus our attention in the short term on the legislative process, adjusting to whatever the outcome of their deliberations is, and finishing the school year.
3. That we ask the Personnel Committee in the meantime to work on a study of the issue of compensation to determine whether we should go to the legislature next year to request that the cap be removed. It would not be wise, in my opinion, to do this during this session for fairly obvious reasons. The committee might want to interview the consultant to determine whether there are other reasons that we did not attract the quality candidates the committee desired.
4. That later, perhaps at our retreat in the Fall, we revisit the executive director position and determine whether we want to open it again and how we want to conduct the search. Questions like the salary, whether we want to preclude inside candidates or the interim director, hire a consultant, etc., could be revisited.

It is not constructive now to do more than use our experience with this hiring process as an education on how to proceed in the future. At our last meeting we all had an opportunity to air our points of view. Now we need to move forward. We owe it to our staff and to the community to be on a steady course, and I hope that you will treat my suggestions as a point of departure for discussing how we might get ourselves back to that mode.

We have an outstanding Interim Director and I am personally grateful to David for his willingness to serve us in any capacity we require. I hope he will want to stay on in that capacity for as long as necessary. It will give us the time we urgently need to get beyond where we are now, and in to the next phase.



(M)

**To:** David Flannery  
**From:** "Jane B. McWilliams" <jmcwilli@rconnect.com>  
**Subject:** Re: Board meeting  
**CC:**  
**Date Sent:** Monday, March 31, 2003 11:57 AM

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Pam

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strengths beliefs  
statewide connections  
K-12 experience  
curriculum  
experience with center  
+ Legislature (known)  
passion  
commitment to center  
enthusiasm contagious  
laugh at questions  
engaging Credibility

( uncomfortable about conflict,  
make difficult decisions  
legislative decisions

dealing with colleagues -  
programs

uncomfortable with  
making flip to ex dir mind  
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outside of center +  
connections outside of center  
development / fundraising  
Legislature  
organizational skills  
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insight into hiring  
laid back  
quick witted  
management experience  
low key direct approach  
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limitations -  
enough substance

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recognition in state  
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K-12 experience  
recognition in state  
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To: David Flannery  
From: "Mary Frances Skala" <MSkala@fryberger.com>  
Subject: Re: Friday Notes  
CC:  
Date Sent: Monday, March 31, 2003 11:49 AM

I agree. The canons of statutory construction (M.S. Sec 645.08(5)), specify that a majority of the qualified members of any board or commission constitutes a quorum. Even tho Bob Tracy does not attend, he is still qualified. Since two have resigned they are no longer qualified.  $13 \div 2 = 6.5$ , which we round up (sorta like Roy Rogers) to 7. mf

>>> "David Flannery" <David.Flannery@pcae.k12.mn.us> 03/31/03 03:00PM  
>>>  
Mary Frances,

I have a quorum question and I couldn't find the answer in the bylaws. Right now we have thirteen members including the inactive Bob Tracy.

I believe that a quorum is now seven (7). Do you agree. We have a fifteen member board from which two have officially resigned.

I think that at best we will have seven members present today, so I'd like to be able to tell them whether this constitutes a quorum. What do you think?

David

# PERPICH CENTER ARTS EDUCATION

Arts High School • Professional Development • Research

6125 Olson Memorial Hwy., Golden Valley, MN 55422

## Full Board Meeting Minutes

### Date & Time:

April 16, 2003 at 3:00 PM

### Location:

Perpich Center for Arts Education, Visitors Center

#### I. Call Meeting to Order

Chair Sonja Peterson called the meeting to order at 3:05 PM

#### II. Roll Call

**Board members present:** Alex Boies, Bob Brandt, Rence Jenson, Penny Johnson, Jane McWilliams, Sonja Peterson, Marjorie Savage, Mary Frances Skala

**Board members absent:** Patricia Anderson, Tina Anderson-Richards, Mohammed Lawal, Dan Reigstad, Robert Tracy

**Others:** David Flannery, Rusty King, Mike Hiatt, Elmore James, Pam Paulson, Mark Youngstrom, Karen Monson, Diane Aldis, Jeannie Reichel, Mary Pietruszewski, Jan Antrim, Jennifer Brandt, Kevan Nitzberg, Martha Ollis, Maria Savage, Isobel Ojalvo, Tom Ward, Lynette Ward, Claire Lynn, Jeff Grutter, Natalie Benz, Joe Mische, Rick Prigge, Yvette Belisle-Prigge, Bev DeVos, TJ Nelson, Jonathan Granlund, Kirstin L. Nelson, Tobie Miller, Meja Moore, Gabe Thaanacke, Nick Hemessy, Noelle Wolf, Beke Medenwaldt, Cale Nordmeyer, Stephanie Sibet, Kyle Triska, Elizabeth Bush, Melinda Pierce, Kat Rachy, Christie Zanesky, Barbara Johnson, Lilith Uhhlohde, John Hanson, Kaylin Walters, Katie Story, Karen Monson, Brittany Hauck, Genevieve Roudane, Kasey Browne, Tom Carlson, Sheila Carr, Kathryn France, Bill Jeter (Not all stayed for the entire meeting.)

#### III. Agenda Approval

#### IV. Consideration and Approval of Minutes

1. 03/19/03 Meeting Minutes
2. 03/31/03 Meeting Minutes

Recommend the Board approve the 03/19/03 and 03/31/03 Meeting Minutes.

**Board member Marjory Savage moved to approve the minutes. Board member Penny Johnson seconded the motion. The vote was unanimous.**

In light of the large crowd, interim executive director David Flannery recommended that the Board adjust the agenda order to discuss the biennium budget first, then proceed with the agenda. The Board agreed.

## **V. Old Business**

### **a. Biennium Budget**

David Flannery asked each director to present and explain the proposed budget cuts in their department to meet the 15% cut for the biennium FY 2004/05.

Mark Youngstrom distributed information and explained his proposed budget cuts for the Arts High School. In view of the cuts, his two goals were to preserve the integrity of the Arts High School as a whole and the integrity of individual programs. Board members asked for clarification regarding the cut to the art history position.

Chair Sonja Peterson opened the forum at 3:35 p.m. for discussion regarding the proposed Arts High School budget cuts. She asked that each speaker limit his or her comments to three minutes to allow everyone an opportunity to speak.

The speakers were as follows:

- Jeannie Reichel, PAC Co-Chair
- Karen Monson, Arts High School Visual Arts Department Faculty
- Bill Jeter, Arts High School Visual Arts Department Faculty
- Ira, an AHS student, representing the current AP Art History class
- Martha Eiserman, AHS alum from the Visual Arts Department, '02
- Nick S., AHS alum from the Visual Arts Department
- Isobel Ojalvo, current AHS student in the Visual Arts Department
- Gabe, current AHS student in the Visual Arts Department
- Nick, current AHS student in the Music Department
- Kaylen Walter, current AHS student in the Dance Department
- Joanna Knight, current AHS student in the Literary Arts Department
- Caroline Knight, mother of Joanna Knight
- Kevin, art instructor at Open School
- Janet Spatafore, parent of an AHS alum
- Rick & Yvette Prigge, parents of current AHS student
- Lynette Ward, parent of a current AHS student
- The mother of Isobel, a current AHS student
- Jonathan Granlund, father of current AHS student
- Tom Ward, parent of a current AHS student
- Craig Farmer, AHS faculty

The Board recessed for ten minutes and the meeting opened again at 4:54 p.m.

Mike Hiatt distributed information and explained his proposed budget cuts for PDI. He also informed the Board that due to recent staff resignations, PDI's cuts to programs will be less than previously projected.

Elmore James distributed information and explained the proposed budget cuts for the administration department.

Pam Paulson presented the RACC's proposed budget cut. She explained that RACC's 5% cut for FY04 would come from the termination of the Arts Education Research Guidance program. The budget of the Arts Best Practices Networks will not be affected next year. Pam also reported that she will meet with the new Commissioner of Education May 5 to discuss the Perpich Center along with leaders of other state arts groups.

Mike Hiatt reported that the LRC budget cuts were the same as presented at the March 19, 2003, board meeting.

David Flannery asked board members to allow directors to decide how they will handle their cuts unless the Board thought the cuts directly affect the mission of the Center. He stressed that the directors are in the best position to make the cuts and determine the balance of their programs. He also reported on the Arts High School per-pupil costs and that he felt the Arts High School needs to bring the over expenditures closer to those of other Minnesota public schools.

Board member Renee Jenson expressed concern that students might leave PCAE to pursue post-secondary enrollment options if the AHS does not provide adequate Advanced Placement options and this may cause PCAE to lose money. She asked for more clarification before approving the cut to the AP Art History course. Mark Youngstrom responded that post-secondary enrollment options do not cost PCAE anything currently.

**Board member Jane McWilliams moved that the Board authorize the directors to move forward with their 2004 budget as presented. Board member Penny Johnson seconded the motion.**

**The motion passed seven to one as follows:**

Alex Boies	Yes	Jane McWilliams	Yes
Bob Brandt	Yes	Sonja Peterson	Yes
Renee Jensen	No	Marjorie Savage	Yes
Penny Johnson	Yes	Mary Frances Skala	Yes

**Board member Renee Jenson proposed an amendment to remove the arts history cut from the proposed 2004 budget until more information is collected and more options are presented. Board member Alex Boies seconded the amendment.**

Board member Bob Brandt expressed that he was very touched by the comments from the open forum, but he would trust the Interim Executive Director to make budget decisions that would best serve PCAE.

**The proposed amendment was voted down three to five as follows:**

Alex Boies	Yes	Jane McWilliams	No
Bob Brandt	No	Sonja Peterson	Yes
Renee Jenson	Yes	Marjorie Savage	No
Penny Johnson	No	Mary Frances Skala	No

**b. Fee Increases**

The Board will discuss this at the next meeting.

**c. Program Committee Report and Discussion**

Programs Committee met but did not have a quorum. No actions were taken. The Programs Committee has asked the Arts High School administrator to present the NCA School Improvement plan to the full board in May.

**VI. Reports**

**a. Chair's Report** - No report, topics will be discussed during this meeting.

**b. Committee Reports**

**1. Executive Committee**

Chair Sonja Peterson reported that the Board Development Committee will work on ways to improve board members relations. David Flannery will have a recommendation to reorganize the structure of PCAE for the next full board meeting.

## **2. Finance Committee**

Board member Renee Jenson reported that she was re-elected chair of the Finance Committee. Elmore James reported on coverage for salary and benefits for the remainder FY03. He informed the Board that funds cannot be carried forward into the next biennium, but that money can be encumbered on or before June 30, 2003, for projects that will occur in the next biennium.

## **3. Personnel Committee**

The Personnel Committee did not meet today but committee chair Bob Brandt announced that the Committee needs to meet before the next full board meeting to discuss reports from James Abruzzo, DHR International and the interim executive director's continuation contract.

## **4. Board Development Committee**

No report, the Committee did not meet.

### **c. Executive Director's Report**

David Flannery will e-mail board members his report.

## **VII. Consent Calendar**

## **VIII. New Business**

### **a. Post Secondary Enrollment Options Policy—First Reading**

David Flannery asked board members to review the policy draft and that a second policy draft will be presented at the next meeting.

### **b. Bemidji State Contract, \$14,500.00**

Mike Hiatt and Diane Aldis asked the board to approve a contract for \$14,500.00 to hold the Artist & Educator Institute (AEI) at Bemidji State University.

**Board member Renee Jenson moved to approve the \$14,500.00 contract to Bemidji State University. Board member Penny Johnson seconded the motion. The motion carried unanimously.**

### **c. CAPP Application**

Mike Hiatt reported that PDI has completed the selection for new CAPP sites throughout Minnesota and has decided on eight schools. Each site will receive a two-year grant for \$4,000 each year (\$8,000). The second year of funding is contingent upon successful development of a comprehensive, five-year, arts education plan for the school district during the first funding year.

**Board member Renee Jenson moved to approve Schoolcraft Learning Community as a CAPP site. Board member Mary Frances Skala seconded the motion. The motion carried unanimously.**

Board member Renee Jenson moved to approve Braham Area Schools as a CAPP site. Board member Mary Frances Skala seconded the motion. The motion carried unanimously.

Board member Renee Jenson moved to approve Clearbrook-Gonvick as a CAPP site. Board member Mary Frances Skala seconded the motion. The motion carried unanimously.

Board member Renee Jenson moved to approve Eden Prairie Public Schools as a CAPP site. Board member Mary Frances Skala seconded the motion. The motion carried unanimously.

Board member Renee Jenson moved to approve Minneapolis Public Schools, Special School District 1 as a CAPP site. Board member Mary Frances Skala seconded the motion. The motion carried unanimously.

Board member Renee Jenson moved to approve Morris Area Schools as a CAPP site. Board member Mary Frances Skala seconded the motion. The motion carried unanimously.

Board member Renee Jenson moved to approve Parkers Prairie Public Schools as a CAPP site. Board member Mary Frances Skala seconded the motion. The motion carried unanimously.

Board member Renee Jenson moved to approve Royalton Public Schools as a CAPP site. Board member Mary Frances Skala seconded the motion. The motion carried unanimously.

**d. Arts High School Medication Policy**

Mary Pietruszewski reported on a new policy being written that would allow student services staff to track medications on campus. Specific policy language draft will be presented at the next board meeting for review.

**IX. Personnel**

**a. Administrative Reorganization**

This subject will be discussed at the next board meeting.

**b. Salary Adjustment**

Personnel Committee will meet to discuss this topic.

**c. Long-term contract for an AHS Spanish teacher**

Mr. Youngstrom and Arts High School staff are in the process of recruiting a teacher for 2003/2004 and beyond.

Recommend the Board approve a long-term contract with Spanish teacher Nancy G. Ballard from April 16, 2003, through June 10, 2003.

Board member Jane McWilliams moved to approve the long-term contract for Spanish teacher Nancy G. Ballard. Board member Penny Johnson seconded the motion. The motion carried unanimously.

**X. Information and Decisions**

**a. Board Member Contact Sheet**

Board members requested changes to the updated board contact information sheet. Board member Mary Frances Skala requested that the year each board member joined be added to the list.

Note: Board members' terms information including the district that each member represents are on a separate list.

**XI. Meeting Adjourn**

Chair Sonja Peterson adjourned the meeting at 5:52 p.m.

Perpich Center for Arts Education  
FY 04/05 Budget Adjustments

A1  
(A1-6)

FY 04 Adjustments						
Dept.	FY03 Allocation	% of Dept Allocation	FY 04 Amount of Cut	% of Cut	% of Cut by Dept Allocaion	% of Total Budget
Admin	\$ 2,194,110	29%	\$ 281,000	45%	13%	4%
AHS	\$ 2,703,338	36%	\$ 156,000	25%	6%	2%
PDI	\$ 1,498,703	20%	\$ 156,000	25%	10%	2%
LRC	\$ 156,122	2%	\$ 16,500	3%	11%	0%
RACC	\$ 353,295	5%	\$ 16,500	3%	5%	0%
Residential	\$ 579,290	8%	\$ -	0%	0%	0%
<b>Total</b>	<b>\$ 7,484,858</b>	<b>100%</b>	<b>\$ 626,000</b>	<b>100%</b>		<b>8%</b>
FY 05 Adjustments						
Dept.	FY04 Allocation	% of Dept Allocation	FY 05 Amount of Cut	% of Cut	% of Cut by Dept Allocaion	% of Total Budget
Admin	\$ 1,913,110	28%	\$ 145,300	33%	8%	2%
AHS	\$ 2,547,338	37%	\$ 80,000	18%	3%	1%
PDI	\$ 1,342,703	20%	\$ 80,000	18%	6%	1%
LRC	\$ 139,622	2%	\$ -	0%	0%	0%
RACC	\$ 336,795	5%	\$ 35,700	8%	11%	1%
Residential	\$ 579,290	8%	\$ 100,000	23%	17%	1%
<b>Total</b>	<b>\$ 6,858,858</b>	<b>100%</b>	<b>\$ 441,000</b>	<b>100%</b>		<b>6%</b>

## THE BIENNIAL BUDGET

The following was prepared and is presented as information for the parents of Arts High School students and friends of the Center.

Governor Pawlenty included \$13.3 million in funding for the Perpich Center for Arts Education in his biennial budget proposal. The FY 04-05 budget request, though does present the Center with a serious challenge. As part of the statewide efforts to balance the budget, the PCAE administration prepared a budget for the FY 04-05 biennium that is \$1.6 million less than the FY 02-03 budget.

FY 02-03 Budget	\$14,838,000
Reduction	<u>\$1,551,000</u>
Proposed FY 04/05 Budget	<u><u>\$13,287,000</u></u>

To meet this target, the PCAE administration is preparing a budget that reduces ongoing expenses as follows:

	Annual	Cumulative
<u>FY 03</u>	<u>\$326,000</u>	<u>\$326,000</u>
FY 04	\$626,000	\$952,000
FY 05	\$441,000	<u>\$1,393,000</u>
FY 04-05 Reduction from FY 04-05 Base		<u><u>\$2,345,000</u></u>
FY 04-05 Base		\$15,632,000
FY 04-05 Reduction from FY 04-05 Base		<u>\$2,345,000</u>
FY 04-05 Recommendation		<u><u>\$13,287,000</u></u>

The reductions in FY 03 (\$326,000) were done primarily by not filling vacant positions.

A tentative proposal to reduce the budget for FY 04 (\$626,000) has been prepared as follows:

Administration	\$281,000
AHS	\$156,000
PDI	\$156,000
LRC	\$16,500
RACC	\$16,500
Residential	\$0
Total	<u><u>\$626,000</u></u>
Continuation of FY 03 Reduction	\$326,000
FY 04 Reduction	<u>\$626,000</u>
Total Reduction from FY 03	<u><u>\$952,000</u></u>

A very tentative proposal to balance the budget for FY 05 includes the following further reductions.

FY 05 Reduction	<u><u>\$441,000</u></u>
Continuation of FY 03 Reduction	\$326,000
Continuation of FY 04 Reduction	\$626,000
FY 05 Reduction	<u>\$441,000</u>
Total Reduction from FY 03	<u><u>\$1,393,000</u></u>

In March and April 2003 the PCAE administration will present proposals to the Board that will spell out the impact on people and programs.

Our budget moves through the Department of Finance. The budget request for the PCAE is available on the web at <http://www.budget.state.mn.us/budget/operating/index.html>. You can also track legislative action on our budget in the tracking for K-12 Education at <http://www.house.leg.state.mn.us/fiscal/tracking.htm> and <http://www.senate.leg.state.mn.us/departments/FiscalAnalysis/tracking.htm>.

## Professional Development Institute

### Potential Budget Reductions for Fiscal '04/'05

Category	Reduction amount	Impact
MN Arts Experience (MAX)	\$65,000.00	Elimination of statewide grant program, which provided arts, experiences to teachers and teaching artists in workshop settings. These grants allowed us to connect with arts organizations statewide. We will seriously reduce our contact with those organizations.
pARTner Schools	\$25,000.00	We will not be able to continue any work in the Whole School/New School initiative, for which the Legislature gave us funding in the previous biennium.
ASAP/PASS	\$20,000.00	We will reduce the number of grants being offered to schools in both of these programs. The McKnight grant will offset this impact for at least 1 year.
Special Initiatives	\$7,500.00	This will reduce our ability to work on programs with partners such as Bemidji State University, Children's Theater, and other organizations.
National Travel	\$5,000	This will not allow staff to attend national workshops/seminars, which reduces our connection to national networks.
Arts Infused Summer Institute	\$2,500.00	This will reduce our major workshop in Interdisciplinary Arts Education.
Artist & Educator Institute	\$7,500.00	This will reduce the scope of a major summer arts education initiative that brings together artists and educators.
1 Full time program staff position	\$35,000.00	This will reduce our ability to respond to needs in the field because of fewer staff to make those connections with teachers/artists/ arts organizations.
<b>Totals</b>	<b>167,500.00</b>	

Wednesday, March 19, 2003

# Learning Resource Center

## BUDGET REDUCTION IMPACT FY 04-05

### Technical Resources - \$5,400 reduction

(Reference databases, Inter-library loan, OCLC (Cataloging), and PALS online computer catalog and circulation systems)

- MINITEX \* 100% reduction = - 4,000
- PALS \* 60% reduction = -1,400

### Books and Non-print - \$6,700 reduction

- Magazines 50% reduction = -1,800
- Book Orders 50% reduction = - 3,900
- Reference books 100% reduction = -1,000

### General Repair, Supplies, Equipment - \$4,400 reduction

- Equipment and repair 75% reduction = -1,800
- Furnishings 100% = -1,800
- Supplies 30% = - 800

**TOTAL Reductions = \$16,500**

**Budget Remaining each year for LRC = \$10,500**

### Comments -

A smaller budget allotment for the LRC means significant reductions in the purchase of new materials combined with limited funds for reference, technical resources, equipment repair/replacement, periodicals, and furnishings needs. LRC staff expect the most noticeable impact will be the reduction (and possible elimination) in the periodical collection. News and general interest magazines are available via databases, but many arts magazines are not available in this way.

Because this collection is fairly new and has been kept up to date, Arts High School students, faculty, staff as well as current and potential LRC members may not otherwise notice any dramatic changes in the collection for FY 2004-2005. Continued budget reductions to the LRC will definitely diminish the collection.

LRC staff are working proactively to best use funds remaining in this budget year for purchase of needed reference materials as well as curriculum and arts education resources in order to lessen the impact on the collection as a result of the coming two year budget cycle reductions. In addition, this past fall \$3,800 worth of new library materials was ordered and added to the collection.

\* News databases are currently funded by the legislature for MN libraries. This could be cut.

\* PALS actual costs for our library per year are nearly \$9,000. As a state agency library, the state Legislature has funded this fully in the past and the hope is that it will continue to do so.

A5

PERPICH CENTER FOR ARTS EDUCATION  
FY 2004 ADMINISTRATION AREA REDUCTIONS

March 19, 2003

**The ADMINISTRATION BUDGET COVERS THE FOLLOWSING AREAS OF THE CENTER:**

- Director's Office
- Deputy Director
- Director Finance and Administration
- Budgeting, Purchasing, Accounting, Contracting
- Human Resources
- Information Technology
- Campus and Facility Maintenance Team
- Communications
- Campus Safety Team
- Receptionist
- Campus Cleaning Team

**THE ADMINISTRATION BUDGET WILL BE REDUCED BY \$281,000 AS FOLLOWS:**

**SALARY AND BENEFITS**

Reduce staff by 2.5 FTE, which will be \$151,000 Salary and Benefits, With 19.1 FTE Remaining:

	Reduction	Percentage Reduction	Budgeted Amount
Deputy Director position	\$100,000		
Other Admin. positions	<del>\$51,000</del>		
<b>TOTAL</b>	<b>\$151,000</b>	<b>12%</b>	<b>\$1,156,510</b>

**OPERATING ACCOUNTS**

Reduce the following operating accounts by a total \$130,000:

Estimated amounts:	Reduction	Percentage Reduction	Budgeted Amount
Account 102 - Building Facilities	\$20,000	5%	\$344,000
Account 105 - Technology	\$20,000	16%	\$105,000
Account 106 - Administration	\$40,000	16%	\$202,600
Account 108 - Facility Repair	\$50,000	45%	\$60,000
<b>TOTAL</b>	<b>\$130,000</b>		

<b>TOTAL REDUCTION</b>	<b>\$281,000</b>	<b>13%</b>	<b>\$1,913,110</b>
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**Primary Spending from Accounts**

- Account 102 - Utilities, Maintenance/Cleaning Supplies, Snow Removal
- Account 105 - Computer Hardware and Software
- Account 106 - Telephones, Office Supplies, Postage, Copiers
- Account 108 - Campus Building Repairs, Summer Dormitory Maintenance

**To: PCAE Board of Directors**  
**Fr: Mark Youngstrom, Director of School Programs**  
**Re: 156,000 AHS Cuts for FY04: Initial Thinking**  
**Da: March 19, 2003**

**Student Services—loss of 1 FTE**

- Approximate money saved--\$46,500
- Some potential impacts: reduced support for students at risk; less flexibility for dorm support and staffing; reduced health education programming

**Faculty—loss of .6 FTE**

- Approximate money saved--\$46,200
- Some potential impacts: reduction in academic and arts program offerings; reduced ability to meet special needs of remedial and advanced arts and academic learners; reduced ability of faculty to address the statewide mission.

**Projected salary savings**

- Approximate money saved--\$40,000
- One senior teacher has resigned; one more senior teacher is going on leave; a third senior teacher who is on leave is due to inform us soon of her plans for next year.
- Replacement with less senior teachers accounts for the salary savings.
- Some potential impacts: loss of senior teachers and the experience, knowledge and skill they bring to their work; contribution that new people might bring to the school and center.

**Subtotal of savings: \$132,700**

**Program fees charged to students**

- \$50 per \$300 students = \$15,000 This fee would help to offset costs for things like: field trips, guest presentors, etc. This idea will be coordinated with proposed fee structure changes in the dorm.

**Program cuts**

- Money saved--\$5000
- Some potential impacts: reduced professional development opportunities for staff; less opportunity to provide enrichments for students.

**Extra revenue**

- PAC/alumni, etc. and foundation fundraising/donations--\$3300 (any increase in this figure would allow us to reduce cuts in some other areas).

**Note:** We are open to consider voluntary reductions in staffing.

**Total: cuts/additional revenue: \$156,000**

# Perpich Center for Arts Education

## Arts High School

### 2003-04 Fee Information

#### Commuter Students

In mid-July commuter students will receive a fee statement listing the amount of fees which must be paid by August 2, 2003.

1st Semester Fees due August 1, 2003

Activity, Car Permit, Van Service

2nd Semester Fees due January 2, 2004

Balance of Van Service

\*If a student's family applies and is eligible for the National School Lunch and Breakfast Program, the student is eligible for reduced or minimal costs for the activity fee and van service fee. Applications for NSLBP will be mailed to families in July.

**Activity Fee:** All students must pay an annual \$200.00 activity fee. This fee will be used to subsidize field trips, graduation, dedication and gala expenses and cover the expenses of activities sponsored by the school or dorm (parties, recreational activities, etc.). This fee is nonrefundable.

**Car Permit:** Students with cars are required to purchase a \$100 parking permit that must be kept visible in the car while parked on campus. This fee is not reduced and is nonrefundable.

**Van Service:** The Arts High School does not provide bus transportation for students. However, we do provide limited van transportation in the mornings only to families who express interest. Designated stops are determined by the need of our students. Afternoon van service is not provided. The cost for the morning van service is \$600 per year (\$300 per semester). This fee is nonrefundable.

	Full Cost	*Reduced Cost	* Minimal Cost
Activity (nonrefundable)	\$200.00	\$100.00	\$50.00
Car Permit (nonrefundable)	\$100.00	\$100.00	\$100.00
Van Service (nonrefundable)	\$600.00 (\$300.00 per semester)	\$300.00 (\$150.00 per semester)	\$150 (\$75.00 per semester)

**Cafeteria:** The meal costs at the Arts High School are listed in the chart below. We participate in the National School Lunch and Breakfast Program (NSLBP). Students may pay for meals individually or use the cafeteria account which is set up for each student at the beginning of the school year. Students and parents may make deposits to their account with cash, check or money order made payable to PCAE. The student ID card allows students to access their account in the cafeteria. Students are not allowed to run a deficit amount in the cafeteria account. The cafeteria account balance is refundable.

	Full	Reduced	Free
Breakfast	\$2.00	30 cents	0
Lunch	\$3.00	40 cents	0
Dinner (not subsidized by NSLBP)	\$3.00	\$3.00	\$3.00

**Refunding of Fees:** When a student withdraws from the Arts School, fees are prorated and refunded as follows:

Activity Fee: nonrefundable

Car Permit: nonrefundable

Van Service: nonrefundable

Cafeteria Account: balance refunded

## Resident Students

In mid-July resident students will receive a fee statement listing the amount of fees which must be paid by August 1, 2003.

### 1st Semester Fees due August 1, 2003

Residential, Maintenance, Emergency and Activity

### 2nd Semester Fees due January 2, 2004

Balance of Residential Fee

\*Applications for minimal or reduced fees are provided in the Residence Hall Application. Changes in a student's fee scale are made effective only at the beginning of each semester upon receipt and approval of the Reduced Student Fee Application.

**Residential Fee:** The fee for the 2003-04 school year is \$2,300. This fee is used to help defray costs to run the resident program and also includes all meals during the school week. This can be paid in full or by semester (\$1,150 per semester). If for some reason you cannot make payments as described, please contact Marilyn Wahlstrom in Accounting at 800-657-3515 or 763-591-4716. This fee increases each year.

**Maintenance Fee:** The fee is \$200.00. One hundred fifty dollars (\$150) of this fee is nonrefundable and is used to defray building maintenance and cleaning costs. The remaining \$50 is refunded at the end of the student's tenure in the residence hall if there have been no lost keys or damages to the residence hall.

**Emergency Fee:** This \$50.00 deposit is returned in full at the end of the student's tenure at the Arts High School if there have been no unanticipated personal or medical expenses.

**Activity Fee:** All students must pay an annual \$200.00 activity fee. This fee will be used to subsidize field trips, graduation, dedication and gala expenses and cover the expenses of activities sponsored by the school or dorm (parties, recreational activities, etc.). This fee is nonrefundable.

**Car Permit:** Students with cars are required to purchase a \$100 parking permit that must be kept visible in the car while parked on campus. This fee is not reduced and is nonrefundable.

	Full Cost	*Reduced Cost	*Minimal Cost
Residential Fee	\$2300.00 (\$1,150.00 per semester)	\$1,150.00 (\$575.00 per semester)	No cost
Maintenance (\$50 refundable)	\$200.00	\$150.00	\$100.00
Emergency (balance refundable)	\$50.00	\$40.00	\$25.00
Activity (nonrefundable)	\$200.00	\$100.00	\$50.00
<b>Total Without Car</b>	<b>\$2,750.00</b>	<b>\$1,440.00</b>	<b>\$175.00</b>

Car Permit (nonrefundable)	\$100.00	\$100.00	\$100.00
<b>Total With Car</b>	<b>\$2,850.00</b>	<b>\$1,540.00</b>	<b>\$275.00</b>

**Refunding of Fees:** When a student moves out of the dorm, fees are prorated and refunded (please see student handbook for details) as follows:

- Residential Fee: prorated on monthly basis (\$255/month at full cost; \$125/month at reduced cost)
- Maintenance and Emergency Fees: these fees are kept from the beginning to the end of a student's tenure in the dorm and balance is refundable.
- Activity Fee and Car Permits: nonrefundable

### Weekend Plan and Fees:

- Tier 1: Students who live 16-50 miles from school are required to go home every weekend.
- Tier 2: Students who live 51-100 miles from school are required to go home every weekend but may stay weekends during mandatory arts area rehearsal and performances weekends.
- Tier 3: Students who live 101 or more miles from campus are allowed to stay on campus on weekends the dorm is open.

## 2003-04 Fee Increase Recommendations

March 19, 2003

Acceptance Fee:	No increase.
Car Permit Fee:	Increase of \$50; brings fee to \$100/yr.
Cafeteria Meals:	No increase (applies to commuters only; residents' meals covered in residential fee)
Van Service:	Increase of \$100/semester; brings fee to \$600/yr..
*Residential Fee:	Increase of \$150; brings residential fee to \$2,300/yr.
Activity Fee:	Increase of \$100 to both commuters and residents; brings fee to \$200/yr.
*Emergency Fee:	No increase.
*Maintenance Fee:	No increase.

*\*fee applies to residents students only; chart provided below*

Cost increase to returning commuters would be \$150, or \$350 to approx. 16 who use van service. Cost increase to returning residents would be \$250 (or \$300 with car).

Families may apply for reduced fees by submitting a Reduced Student Fee Application to the accounting office. Twenty resident families qualified for free or reduced residential fees this school year. Ten commuters qualified for free or reduced activity and/or van service fees.

### Resident Fees

Type of Fee	CURRENT	PROPOSED
	02-03	03-04
Residential	\$ 2,150.00	\$ 2,300.00
Activity	\$ 100.00 (nonrefundable)	\$ 200.00 (nonrefundable)
Emergency	\$ 50.00 (fully refundable)	\$ 50.00 (refundable)
Maintenance	\$ 200.00 (\$50 refundable)	\$ 200.00 (\$50 refundable)
<b>**TOTAL</b>	<b>\$ 2,500.00</b>	<b>\$ 2,750.00</b>
Car Permit	\$ 50.00 (nonrefundable)	\$ 100.00 (nonrefundable)

*\*\*Plus car permit fee if applicable. This total does not include the \$100 acceptance fee charged to both commuter and residents through Admissions upon acceptance.*

**Approximate additional amount collected. Where applicable, amount is based on 150 residents with estimated 130 @ full fee status; 15 @ reduced fee status; and 5 @ free status:**

1. Increase car permit by \$50 for residents and commuters. Currently 135 students have car permits. Permit fees offset parking lot cleaning and snow removal costs, which combined exceeded \$25,000 in 2002. \$ 6,750
2. Increase residential fee by \$150. This fee is used to defray costs to house and feed resident students. \$20,625
3. Increase van service by \$100 semester to defray costs of van rental and drivers' salaries. About 16 commuter students use this service all year. \$ 3,200
4. Increase Activity Fee by \$100 for residents and commuters to offset cost of art program supplies, graduation, field trips (field trips alone will exceed \$5,700 this year; graduation will be around \$7,000).  
Based on 270 students at full cost; 20 at reduced; and 10 at free status. \$28,000

**Estimated additional collected:**

**\$58,575**

#### **Suggested Residential Fee Payment Plan Options**

(Full payment of Activity, Medical and Maintenance would still be due by Aug. 2)

1. Pay full amount by August 2.
2. Pay on semester basis; no fee processing fee.
3. Pay on quarterly basis with \$10 per payment to offset administrative costs to monitor payment plan.
4. Monthly payment plan with \$10 per payment to offset administrative costs to monitor payment plan.

**Measures currently taken, aside from established fees, to offset costs of residential program:**

**1. Work Service Program, p. Section 7 in Residence Hall Contract**

Every resident student is required to work 2.5 hours on campus each week. One-half hour is committed to weekly dorm quad cleaning; two hours are assigned to tasks that would otherwise have to be completed by hired employees. Work service areas include: LRC; cafeteria; dorm common area cleaning; clerical support at PDI/RAC, school student services, school programs, Admissions and Administration offices; security team; and campus recycling program.

Residence hall staff directs the Work Service program. No student is exempt from a work assignment. Failure to comply with assigned work service results in monetary fines, dorm suspension and ultimately dorm contract cancellation. It is enforced. An estimated subsidy as a result of this program, at 35 school weeks with 125 residents @\$6/hr., 2 hours/week, exceeds **\$52,000** each school year.

**2. Miscellaneous Charges to Students to Offset Costs**

- A. Medical – Students are charged .25c per over the counter medications provided.  
Students are also charged for misplaced heating pads, cold packs, etc.  
Approximate amount collected annually: **\$200.00**
- B. Transportation – Residents are charged \$5 when staff transports them to medical appointments. Approximate amount collected annually: **\$250.00**
- C. Laundry – Washers and dryers are coin-operated at .50c/per load.  
Approximate amount collected annually: **\$700.00**
- D. Urinalysis kits (drug tests) – We charge \$25 per drug test given, if positive, and for all randoms given if student is on No Use contract.  
Approximate amount collected annually: **\$250.00**

NOTE: (USDA Expenditures on Children by Families, 2001 Annual Report) The U.S. Dept. of Agriculture estimates the cost for Midwest families (average income of \$52,400) to feed a 15-17 year old per year is \$2,030. This estimate would make the cost to feed one student 9 months of the school year about **\$1,522.**

## HISTORY OF RESIDENTIAL FEES

	03-04	02-03	01-02	00-01	99-00	98-99	97-98	96-97
Activity	\$ 200.00	\$ 100.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
Emergency	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
Maintenance	\$ 200.00	\$ 200.00	\$ 200.00	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00	\$ 150.00
Residential	\$ 2,300.00	\$ 2,150.00	\$ 2,100.00	\$ 1,800.00	\$ 1,600.00	\$ 1,450.00	\$ 1,350.00	\$ 1,250.00
<b>TOTAL</b>	\$ 2,750.00	\$ 2,500.00	\$ 2,400.00	\$ 2,075.00	\$ 1,875.00	\$ 1,725.00	\$ 1,625.00	\$ 1,500.00
	(+250)	(+150)	(+325)	(+200)	(+150)	(+150)	(+100)	(+125)

## HISTORY OF ELIGIBLE FREE AND REDUCED FEES STUDENTS

	FREE	REDUCED	TOTAL	
1997-98	18	21	39	(28 residents/11 commuters)
1998-99	15	19	34	(20 residents/14 commuters)
1999-2000	15	13	28	(22 residents/6 commuters)
2000-01	12	11	23	(18 residents/5 commuters)
2001-02	15	18	33	(20 residents/13 commuters)
2002-03	18	12	30	(20 residents/10 commuters)

## MEMORANDUM

TO: David Flannery  
Interim Executive Director

FROM: Michael Hiatt, Director, Professional Development Institute  
Diane Aldis, Artist & Educator Institute Coordinator

DATE: April 8, 2003

SUBJECT: Request for Board Approval of Contract

CONTRACT: \$14,500.00  
Bemidji State University

Description: The Artist & Educator Institute (AEI) is a four-day conference retreat for people seeking practical responses to the challenges facing our schools and learning communities. The Institute convenes dialogue sessions and art-making events in response to a central question of strategic importance. Since its inception in 1997, the Institute has always been held in greater Minnesota (most notably in Winona) and demonstrated the Center's commitment to statewide arts education development. This year, the Institute moves to Bemidji. For nearly 40% of the participants each year, it is their first contact with the Perpich Center, and many have continued their involvement through ASAP, BPN, and other programs. The Artist & Educator Institute is held in high national regard as an innovative program that generates both dialogue and art-making events through its Open Space Technology design. The 2003 Institute is co-sponsored by the Perpich Center (Center) and Minnesota State Arts Board (MSAB), in partnership with Bemidji State University (BSU).

Process: In Fall 2002, Bemidji State University offered to host the 2003 Artist & Educator Institute. Through further meetings with BSU administrators as well as AEI Design Team members and affiliates, PDI staff concluded that this was a good match for the AEI program for several reasons:

- (1) Further development of partnership between the Center and BSU
- (2) Geographic balance: After several successful years in Winona, we feel it's important to offer this program in the northern part of the state.
- (3) Opportunity to build from the successful 2001 regional AEI held in Bemidji.
- (4) Cost effectiveness: By working with BSU, we've been able to reduce costs for the 2003 AEI by approximately \$4000 without compromising the high quality of the conference.

Budget:

Funding for this contract would be provided through the 0370 AEI budget. Contract amount would be \$14,500 to cover the following costs associated with the conference:

- Dormitory lodging for participants
- Meals for participants and staff
- Print costs for conference book of proceedings
- AV & Computers
- Security & cleaning costs incurred by AEI usage

The \$14,500 is based on 90 registered participants for the 4-day conference. If there are fewer than 90 participants, the costs for lodging and meals will be pro-rated, and invoicing will be based on actual number of participants.

**MEMORANDUM**

To: David Flannery  
Interim Executive Director

Fr: Michael Hiatt, Director, Professional Development Institute

Date: April 10, 2003

Subject: Professional Development Institute Grant Request

Applicant: Comprehensive Arts Planning Program (CAPP) Round 11

**Need for the CAPP Program**

A recent national study of 90 school districts that value arts education, *Gaining the Arts Advantage*, affirms a central finding: "The single most critical factor in sustaining arts education in schools is the active involvement of influential segments of the community in shaping and implementing the policies and programs of the district." Additionally, the study cites "the adoption of a comprehensive vision and plan for arts education" as one of the critical success factors for district-wide arts education.

**Program Information**

In 1983, with a mandate from the Minnesota state legislature, the Comprehensive Arts Planning Program (CAPP) was born. Over the years, CAPP has been an important force for improving arts education in school districts throughout the state of Minnesota. The CAPP program is currently provided by a partnership between the Perpich Center for Arts Education (PCAE), the Minnesota State Arts Board (MSAB) and the Minnesota Alliance for Arts in Education (MAAE), with funding from PCAE.

The CAPP program and partners work with selected sites for two years. CAPP fosters a coalition between arts education stakeholders and influential advocates in the district and community. The resulting local CAPP committee works to envision possibilities with results-oriented planning. The focus of the first year is to develop a comprehensive five-year arts education plan for the school district. In the second year of the program, CAPP committees and the district begin implementation of the plan. Each CAPP committee plan is unique, building on community/district strengths and resources and addressing needs particular to the local environment.

The CAPP Application Review Panel recommends funding for eight sites to engage in the two-year formal planning program. Districts are required to commit to a 50% match, with a maximum of 50% of the match amount in-kind.

### **CAPP 10 Application Review Panel**

Thomas K. Gale, Chair, Board of Directors, MN Alliance for Arts in Education

Michael Hiatt, Director, Professional Development Institute, Perpich Center

Debra Hunt, Program Manager, MN Alliance for Arts in Education

Penny Johnson, Member, Board of Directors, Perpich Center

Kathleen Maloney, Executive Director, MN Alliance for Arts in Education

Denese Sanders, Program Officer, Arts in Education, MN State Arts Board

We recommend that the Board approve the following requested amounts for Round 11 of the Comprehensive Arts Planning Program. Each site will receive a two-year grant, for \$4,000. each year (\$8,000.). The second year of funding is contingent upon successful development of a comprehensive, five-year, arts education plan for the school district during the first funding year.

### **Funding Recommendations**

#### **CAPP**

#### **Schoolcraft Learning Community, ISD 4058, Bemidji**

Number of Students: 160

Free and Reduced Lunch: 34% of students

Legislative District: 2

Regional Arts Council: Region 2 Arts Council

#### **Post CAPP**

#### **Braham Area Schools, ISD 314, Braham**

Number of Students: 933

Free and Reduced Lunch: 30% of students

Legislative District: 8

Regional Arts Council: East Central Arts Council, Region 7E

#### **Clearbrook-Gonvick, ISD 2311, Clearbrook**

Number of Students: 517

Free & Reduced Lunch: 43% of students

Legislative District: 42

Regional Arts Council: Region 2 Arts Council

#### **Eden Prairie Public Schools, ISD 272, Eden Prairie**

Number of Students: 10,463

Free & Reduced Lunch: 2.7 %free, 7.17 % reduced

Legislative District: 48

Regional Arts Council: Metropolitan Regional Arts Council, Region 11

**Minneapolis Public Schools, Special School District 1, Minneapolis**

Number of Students: 49,455      Free & Reduced Lunch: 66% of students  
Legislative District: 58      Regional Arts Council: Metropolitan Regional  
Arts Council, Region 11

**Morris Area Schools, ISD 769, Morris**

Number of Students: 1,005      Free & Reduced Lunch: 19%  
Legislative District: 13      Regional Arts Council: Southwest MN Arts and  
Humanities Council

**Parkers Prairie Public Schools, ISD 547, Parkers Prairie**

Number of Students: 620      Free & Reduced Lunch: 37% of students  
Legislative District: 10      Regional Arts Council: Lake Region Arts Council,  
Region 4

**Royalton Public Schools, ISD 0485, Royalton**

Number of Students: 742      Free & Reduced Lunch: 35 % of students  
Legislative District: 12      Regional Arts Council: Five Wings Arts Council,  
Region 5

**To:** David Flannery  
**From:** "Maria Ockenfels" <mgockenfels@mn.rr.com>  
**Subject:** Art History  
**CC:** Craig Farmer; PCAE:mmartinez@slc.edu  
**Date Sent:** Monday, April 14, 2003 8:15 PM

Mr. Flannery we are the parents of Martha Ockenfels - Martinez , who graduated in 2002. We believe that our daughter was well served by her exposure to Art History. Art is the human expression that is passed on down through the ages. Through the study of historical artifacts we become more aware of the common thread that binds us all. Martha enjoyed Roman art, she understands the significance of their architecture to our modern day. It is our belief that this program is important to many future Minnesota students. The study of art has much value in that it provides a base on which to build knowledge which is essential for artistic expression and expansion of thought.

Sincerely, Maria & Jerry Ockenfels

**To:** PCAE Board of Directors

**From:** Jeannie Reichel PAC Co-Chair  
Representing approximately 600 parents of active students

**Re:** Budget cuts to Arts High School and fee increases

**Date:** April 14, 2003

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As the PAC Co-Chair for the Arts High School I would like to express the feelings of the parents of current students now attending the Arts High School. The High School took cuts to teaching positions last year by not filling vacant positions. We feel that this year the proposed budget cuts to Arts High School go too deep. We believe the budget cuts to teachers and staff will have a detrimental effect on all students in and outside the classroom. We feel that it will change the school in a way that will effect its reputation, it's enrollment, and worst of all its vision for the future.

- Loss and cutbacks of teacher's hours (.8 FTE ) directly effects the classroom. No matter how you put it on paper students will have less classes to choose from, more difficulty enrolling in popular classes, and teachers will become less accessible to students in and outside the classroom. Elimination of A.P classes will effect students that depend on those advanced placement credits for acceptance into certain colleges. Not offering A.P classes will effect future recruiting.
- Students in and outside the classroom will also feel the loss to student services (.8 FTE). The reason this school can offer an innovative and nurturing environment is because of the attention from teachers and support staff. Sixteen and eighteen year olds are still maturing physically and mentally and they need the expertise and guidance of a highly trained support staff. We feel elimination in this area will have a dramatic effect on the emotional support for all students.
- Increase of fees effects all students. We understand the need to increase fees; we are against the principle. The Arts High School boasts " innovative public education centered in the arts." Utilizing fee increases to keep necessary programs available for students undermines the principals of public education. Parents are also concerned that increasing residential fees and activity fees will undoubtedly discourage some out state students from applying. This will effect recruitment and enrollment to a school that's student body is made up of kids from all over Minnesota, rural communities, small towns, suburbs, and major cities.
- Cuts to administration are considered separate from the Arts High School but we feel that cuts to administration have more of an impact on the school than to PDI or RAC. It's like a double hit.

Parents understand that the state needs to implement budget cuts. We also hear loud and clear that the Governor will not raise taxes to cover budget shortfalls. **The Governor also promised that budget cuts will not effect the classroom, but the budget cuts to the Arts High School clearly affect the classroom.** The Arts High School has a world-renowned reputation. We ask that you look very seriously at the effect these cuts will have on the future of the highschool, the morale of teachers and staff, but most of all to the vision for the future of this school.

**To:** David Flannery  
**From:** "Monica Krause" <trucap46@hotmail.com>  
**Subject:** art history  
**CC:**  
**Date Sent:** Monday, April 14, 2003 3:56 PM

Mr. Flannery,

I just heard about the possible elimination of AP Art History at Perpich. My son is a alum and benefited from the class both in knowledge and credits. These were his only AP credits. No matter how talented these kids are, it doesn't hurt to compete with the kids from other high schools , who are loaded with extra credits. Anything helps applying for college these days. Also the class is great, taught with enthusiasm, interest and passion for the subject. Those who are not in the visual arts, need this exposure. And finally, last years Graduation movie by Craig was so great, creative I was proud to say I knew him. To be stuck with one AP course with this gone doesn't sound like a sound decision.

MKrause (mother of Adam,class of  
2002)

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To: David Flannery  
From: Darla Ness <nessdarla@yahoo.com>  
Subject: AP Art History  
CC:  
Date Sent: Monday, April 14, 2003 2:14 PM

My son, Brian Ness, was a student at PCAE last year. It has come to our attention that the AP Art History class is in consideration of being cancelled for next year. I am unable to make Wednesday's meeting but would like to go on record as stating that I feel that discontinuing that class would be a great disservice to the Arts High students. Brian's experience in that class was very challenging, educational and rewarding. He felt that Craig Farmer did an outstanding job and felt that the subject matter was very well portrayed in an understandable context. Craig Farmer made Art History relevant, informative and exciting for my son and it opened up so many more areas to explore both professionally and personally.

My son is attending Columbia College in Chicago and his experience at PCAE was most valuable to him.

Please reconsider discontinuing AP Art History for the students of tomorrow.

Thank you for your consideration.

Darla Ness  
Concerned Parent and mother of a PCAE Graduate

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Yahoo! Tax Center - File online, calculators, forms, and more  
<http://tax.yahoo.com>

Comments on proposed Arts High School fee increases

1. While I recognize the growing difficulty of operating the student residential services in such a tight fiscal climate, it seems to me that increasing the total required fees to \$2,750 (\$100 refundable) is placing an unreasonable burden on greater Minnesota families and students. As you are probably aware, if approved, this would mean that non-refundable residential fees will have increased \$900 in four years. Even taking into account meal costs for high school students (estimated by the school to be \$1,522 per student), it is clear that families of students who are fortunate enough to be able commute will, in the 2003-04 school year, be paying about \$1,100 less to attend this *public* high school than the families of greater Minnesota students. This is far from being equitable.
2. I applaud the willingness of the school administration and agency board to introduce a residential monthly payment plan option but have very strong reservations about the decision to attach to this a required "\$10 per payment to offset administrative costs". Charging an additional \$10 (\$90 spread out over the course of nine months) to the very families least likely to afford high residential fees hardly strikes me as justifiable, and does nothing for our collective efforts to make this school more accessible at a time when we all recognize the need to widen our applicant pool.
3. Finally, the proposed new \$50/student "program fee" to cover the cost of "field trips, guest presenters, etc.", makes it more difficult for us to continue to describe ourselves as a public school. If the program features cited above are *required* activities for students (in order, for example, to earn credit in a class and ultimately graduate), then these are, in effect, tuition fees. This may be a relatively small amount but the principle of "public education", as proclaimed in our mission statement, is too important to abandon, or even manipulate, this readily. While we may be able to justify charging residential fees, I believe it would be, at best, troublesome to charge tuition fees at a public school.

João Bichinho  
Social Studies Instructor

# **PERPICH CENTER ARTS EDUCATION**

Arts High School • Professional Development • Research

6125 Olson Memorial Hwy., Golden Valley, MN 55422

## **Executive Committee Meeting Minutes**

### **Date & Time:**

April 16, 2003, at 1:00 p.m.

### **Located At:**

Perpich Center for Arts Education, Visitors Center

#### **1. Call Meeting to Order**

Committee chair Sonja Peterson called the meeting to order at 1:10 p.m.

#### **2. Roll Call**

**Committee Members Present:** Bob Brandt, Renee Jenson, Sonja Peterson, Marjorie Savage, Mary Frances Skala

**Others:** David Flannery, Kou Vang, Elmore James

#### **3. Approval of 03/19/03 Meeting Minutes**

Committee Member Marjorie Savage moved to approve the 03/19/03 meeting minutes. Committee member Bob Brandt seconded the motion. The vote was unanimous.

#### **4. What does the Board do to move ahead after the Search Process.**

The Committee discussed ways to improve board member relations. Committee members recommended that exit interviews be conducted for board members. Member conduct and professionalism were also discussed. The Committee recommends this issue to the Board Development Committee. The Committee asked that David check with James Abruzzo, DHR International for clarification on salary cap, feedback from the candidates, and his evaluation and analysis of the process.

#### **5. Administration Streamlining and Reorganization.**

David Flannery discussed his plan to fill the deputy director's position and reorganizing some responsibilities in the finance department.

#### **6. Interim Executive Director Compensation Adjustment**

David Flannery talked about his compensation with the extension of his contract to continue as interim executive director. The Committee recommends that the Personnel Committee hold a meeting to discuss David's compensation.

#### **7. The Fall Retreat**

The Committee will be recommending that board relations be discussed at the fall retreat full board meeting.

#### **8. Other**

#### **9. Adjourned**

Committee chair Sonja Peterson adjourned meeting at 2 p.m.

# **PERPICH CENTER ARTS EDUCATION**

Arts High School • Professional Development • Research

6125 Olson Memorial Hwy., Golden Valley, MN 55422

## **Programs Committee Meeting Notes**

### **Date & Time:**

**April 16, 2003, at 2:00 p.m.**

### **Located At:**

**Perpich Center for Arts Education  
Executive Conference Room**

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### **Agenda:**

1. Approval of Meeting Minutes
  - a. 11/20/02 Meeting Minutes
  - b. 12/18/02 Meeting Minutes
2. The North Central Accrediting Association (NCA) Arts High School Improvement Plan
3. A Specific look at how the NCA recruitment goals, for staff and Students are related to the Center's Mission
4. Information on how PCAE's work contributes to the quality of life, economy of the state, and arts education.
5. Artist Mentor Collaboration
6. Officer Election
7. Other
  - a. Notes from 02/19/03's Meeting

Note: A copy of the Arts High School NCA Improvement Plan will be attached to the electronic agenda and the hard copy.

<p><b>Only Marjorie Savage and Sonja Peterson were present. No action was taken. See meeting notes attached.</b></p>
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Perpich Center for Arts Education  
Program Committee Notes  
April 16, 2003

Present: Sonja Peterson, Marjorie Savage  
Staff: Mike Hiatt, Pam Paulson, Mark Youngstrom

1. Approval of minutes:  
Minutes could not be approved for lack of a quorum

2. School Improvement Plan:  
Mark Youngstrom shared the 3/21/03 draft of the Arts High School, North Central Accreditation School Improvement Plan. Our initial accreditation was done in 1992. Currently we are undertaking this new accreditation process, which is more data-driven.

The ultimate aim of the NCA School Improvement Plan is to increase student achievement. The plan, which faculty and administration have crafted has four major goals with several objectives and action steps for each goal. The first two goals focus on the individual growth of students and the second two goals have a curricular focus.

Once the plan is in place we will have a peer review team visit classes in the Arts High School and give us feedback on our plan. The team will make more than one visit to the Center to provide outside perspectives for refining our school plan. Mark said while there are many objectives in the plan, four of them stand out as priorities:

- student recruitment
- increasing diversity
- conducting a curriculum audit
- developing a curriculum review process

Developing and reinstating the Center's Foundation is also an important step for the very near future. Mark also pointed out the objective in the plan to have - each student create a portfolio of his or her work. He gave examples of electronic portfolios being done by the Media Arts students on CD Roms, and the I-Movies Dance students are preparing.

Sonja asked if some of the Dance I-Movies could be shared with the full board at the May meeting. She also wanted to know if the School Improvement Plan could be shared with the full board at the May meeting. Mark said this would be a welcomed opportunity to make sure the board, staff and faculty were in general agreement about the goals and overall plan.

Marjorie suggested that for Goal 3, objective B, parents be added along with alumni to assist the Arts High School. Mark suggested that parents could help with the foundation.

Marjorie also asked how the board could be helpful in realizing the plan.  
Marjorie asked that when Mark presents the School Improvement Plan to the board in May, he identify where the board has responsibilities to assist with meeting the objectives of the plan.

3. Pam shared information on Communications:

- We are trying to hire two contractors this spring to assist with graphic design services and strategic planning for communications between now and the end of the fiscal year.
- Barbara Cox, who coordinates the Multicultural Voices initiative in the Professional Development Institute, is interested in assisting with increasing our diversity. She has met with the directors to share how she is creating a network of multicultural artists and educators working for change in schools.

4. PCAE contributing to quality of life, economy, and arts education:

Mike talked about a study he recently read from the Central Regional Arts Council about arts in relation to the economy. Sonja mentioned that we should contact New York Mills for similar information about their community.

5. Artist Mentor Collaboration:

Mike has spoken with both Denese Sanders and Bob Booker at the Minnesota State Arts Board about the Artist Mentor program as they are undergoing a transition because of budget reductions.

6. Officer election:

Elections could not be held because of a lack of a quorum.

Mark invited board members to come to any of the NCA committee planning meetings or to attend any of the spring performances or exhibitions. Mike and Pam invited board members to any of the PDI or RACC events or initiatives this spring and summer.

**School Improvement Plan**  
**North Central Accreditation**  
**Arts High School**  
**Perpich Center for Arts Education**  
**Draft 3/21/03**

**Introduction:** This draft of the School Improvement Plan is based upon work done by the NCA goals committee and the entire school staff over the past two plus years. It is connected to data collection (e.g. surveys of students and staff, focus groups including parents, alumni, and students, etc.) which forms the basis of our School Profile. The committee has used the School Profile along with aspects of the PCAE Board's goal setting process in order to create the current draft. The purpose of the Improvement Plan is to provide the Arts High School with a blueprint for the future so that we marshal our energy and creativity in a united way and in way that holds greatest promise for the future of the school. Part of planning is also determining which actions hold the highest priority, as we cannot do everything at once. In its final form, this plan will include dates and timelines. It should also be noted that plans need to be flexible and change with the times, so we see this plan evolving over time. Our hope is to have this first version of the plan completed by May 1, 2003. In the fall of 2003, we will be inviting a group of peer reviewers in for an initial review of the plan and of the school.

**Goal One: Students are able to look within themselves in order to make good choices and in order to challenge themselves at the highest level.**

**Objective A (priority 1): Enhance the physical and mental health of our students.**

Action steps:

1. Identify and evaluate current outlets for physical activity.
2. Seek new/additional options for physical activity.
3. Set up group meetings open to all students on a variety of mental health topics.
4. Provide an array of constructive choices for students.

**Objective B (priority 1):** Every student develops his/her own portfolio.

Action steps:

1. Plan and structure required elements of a student graduation portfolio.
2. Students track skills and knowledge they have gained, and reflect on all aspects of their personal growth.
3. Students develop their post-secondary plans.

**Objective C (priority 3):** Enact clearer, more consistent enforcement of school policies and rules.

Action steps:

1. Evaluate current school policies and rules and their enforcement.
2. Send clear and unified messages to students about our policies.

**Student Improvement goal:** Commitment to learning. Increase the number of students who do homework. (Search Institute statistics indicate that 53% of our students report doing at least one hour of homework each night. This is down from 70% in 1997.)

**Student Improvement Goal:** Social competencies. Enhance students' ability to plan ahead and make choices. (33% of students report competence in this area)

### **Improvement Measures:**

- Alumni surveys, Search Institute surveys
- More activity choices for students
- Improved physical and mental health
- Decrease in violations/suspensions
- Incidence of drug and alcohol use

**Goal Two: Students are able to look outside of themselves in order to maintain healthy relationships and in order to be tolerant of ideas and cultures different from their own.**

**Objective A (priority 1):** Deepen the pool of applicants to the school and enhance the diversity of the school population.

Action steps:

1. Create a more focused and organized plan to recruit a diverse student and staff population—ethnically, culturally, geographically. (As part of this plan, develop a shared commitment to who we are and who we serve.)
2. Improve staffing support for admissions/recruitment.
3. Do more promotional kind of work—take student presentations on the road.
4. Improve transportation options for students.
5. Make dorm living as accessible as possible (e.g., subsidies for deserving students; varieties of payment options; more access to metro students, etc.).
6. Use the foundation to provide scholarships.
7. Review/assess the school curriculum: how is diversity/tolerance/appreciation of other cultures represented?
8. Increase guest artists who represent diverse perspectives.

**Objective B (priority 2):** Extend the school day into the late afternoon and evening.

**Action steps:**

1. Set up a partnership with a community college to offer some classes on campus, classes that we are unable to offer. (charge rent?)
2. Partner with the City of Golden Valley to offer some community education classes.
3. Engage students in more community service.
4. Create a better use of our facilities—many facilities are unused much of the day.
5. Hire a coordinator for extended day programs.

**Student improvement goal:** Increase students' ability to interact with adults and utilize community resources. Also increase students' engagement in, and contributions to, the broader community.

**Improvement Measures:**

- Alumni surveys and Search Institute surveys
- Increased involvement in community service

**Goal Three: Students achieve an in depth understanding of one arts area and the aesthetic development to appreciate the value of all the arts.**

**Objective A (priority 1):** Create common goals for teaching the arts.

Action steps:

1. Each art area requires attendance at two or more performances or exhibitions of other art areas. Discussion/reflection of the experiences becomes part of the regular curriculum, including "How do you analyze/process work in other art areas?"
2. Establish a consistent focus on developing better audiences for all the arts.
3. Teach students to process/talk about the work they do.
4. Hire a "resident artist" who works in the school for a year and rotates through most arts and academic departments.

**Objective B (priority 1):** Build a new concept/structure for common experience.

Action steps:

1. Examine the "new" Friday afternoon schedule for opportunities to present more structured and genuine common experiences.
2. Include time for a reflective look at student work as well as work of outside presenters.
3. Continue to look for collaborations with local arts institutions which enable us to bring presenters in for shared or no cost.
4. Consider using the dance studio more so that everyone can be present for a true "common experience."

**Objective C (priority 2):** Create more structured opportunities for faculty to plan and share the interdisciplinary work of the AHS.

Action steps:

1. Build an interdisciplinary focus into our annual staff development plans.
2. Support opportunities for faculty to build their interdisciplinary credentials.
3. Make the interdisciplinary work of our faculty known, internally and externally.

**Objective D (priority 2):** Help students take better advantage of community resources.

Action steps:

1. Help students maximize their opportunities while at the AHS: organize field trips, bring in presenters, require students to attend events off campus, etc.
2. Seek ways to fund these opportunities (e.g., seek out comp tickets, assistance from alumni, etc.)
3. Talk to students about ushering opportunities.
4. Establish electronic message board that features current happenings.

**Objective E (priority 3): Make better use of alumni.**

Action steps:

1. Organize alumni day so that a cross section of alumni are present. Each art area invites good role models for our students.
2. Explore other ways that alumni can assist us (e.g. mentoring, fundraising, political action, etc.)

**Student improvement goal: Aesthetic development:** Increase students' ability to describe, understand, and appreciate the art form they are focusing on as well as other art forms

**Improvement Measures**

1. Videotape student work from examples of beginning work to examples after periods of instruction.
- Use measurement tools developed by higher ed.
  - Senior portfolio projects.
  - Pre and post gallery work

**Goal Four: Students gain the foundation skills in arts and academics that prepare them for post-secondary studies and multiple career opportunities.**

**Objective A (priority 1): Conduct a curriculum audit.**

Action steps:

1. Identify the skills we teach or do not teach consistently.
2. Agree on skills everyone should be addressing (e.g. reading, writing, information literacy, math, problem solving, critical thinking, etc.)
3. Provide staff development on priority topics.
4. Integrate priority skills across the curriculum.

5. Review current opportunities for students to experience multiple arts.
5. Explore some of the following options: new classes; new or continuing interdisciplinary experiences; internships/mentorships; changes in the weekly or daily schedule; common experiences, etc.

**Objective B (priority 1): Establish a curriculum review cycle.**

Action steps:

1. All academic and art program areas are reviewed on a regular 5-6 year cycle.
2. Outside reviewers are brought in to visit classes and art events, visit with staff and students and share their opinions and insights.
3. A curricular budgeting cycle is implemented. Programs being evaluated are eligible for increased funding for the evaluation year.

**Objective C (priority 2): Examine the purpose and future use of technology in the High School.**

Action steps:

1. Review "state of the art" instructional technologies.
2. Review AHS uses of instructional technology, including identification of instructional "gaps and overlaps."
3. Prepare a staff development and instructional technology improvement plan for the AHS.

**Objective D (priority 2): Build a professional community of learners by continuing classroom/studio explorations/action research.**

Action steps:

1. Review and evaluate the results from year 2002-2003.
2. Seek to expand the range and sophistication of research from year to year.
3. Document the changes in teaching and learning that result from this research.
4. Share documentation internally and externally.

**Objective E (priority 2): Create more structured opportunities for faculty to deepen their understanding of student assessment.**

Action steps

1. Build an assessment focus into our annual staff development plans.
2. Support opportunities for faculty to build their assessment credentials.
3. Work toward common understandings regarding the range of student work, from acceptable to high quality.

**Student improvement goals:**

- Reading: Improve students' ability to comprehend content materials.
- Reading: Increase the number of students who read for pleasure three or more hours per week.
- Math: Improve student math attitudes and competencies.

**Improvement Measures**

- Document results of the BPN action research/classroom investigations being conducted in year 2002-2003.
- We currently do five-year follow up studies. If we had teachers do follow up calling, would we get a better response rate?

**Goal 5: Develop or resurrect the Arts High School Foundation**

**Objective A (Priority 1):** Examine legal status of old "Friends of Education."

**Objective B (Priority 1):** Create a new non-profit foundation which can receive private funds to support the AHS.

**Objective C (Priority 1):** Determine purpose, policies and practices of the foundation.

# **PERPICH CENTER ARTS EDUCATION**

Arts High School • Professional Development • Research

6125 Olson Memorial Hwy., Golden Valley, MN 55422

## **Finance Committee Meeting Minutes**

### **Date & Time:**

April 16, 2003, at 2:00 p.m.

### **Located At:**

PCAE, Executive Conference Room

#### **1. Call Meeting to Order**

Committee chair Renee Jenson called the meeting to order at 2:08 p.m.

#### **2. Roll Call**

**Committee Members present:** Renee Jenson, Penny Johnson, Mary Frances Skala

**Committee Members absent:** Patricia Anderson, Dan Reigstad,

**Others:** David Flannery, Kou Vang, Elmore James, Mike Hiatt, Diane Aldis, Debra Hunt

#### **3. Approval of 02/19/03 Meeting Minutes**

Recommend the finance committee approve the February 19 meeting minutes.

**Committee member Mary Frances Skala moved to approve the February 19 meeting minutes.**

**Committee member Penny Johnson seconded the motion. The vote was unanimous.**

#### **4. FY 2004/05 Biennium Budget**

David Flannery reported that the center budget was passed in the House at the Governor's level of 15% cut. He also informed the committee that Tim Pugmire from MPR was at the center to interview administrators and observe some classrooms. The show will air sometime soon.

Elmore James reviewed the center's current budget and expenditures with the committee. He reported on coverage for salary and benefits for the remainder FY03. He informed the committee that funds cannot be carried forward into the next biennium, but money can be encumbered on or before June 30, 2003, for projects that will occur in the next biennium.

#### **5. Per Pupil Costs and a Strategy**

The committee discussed ways to control the cost per pupil and other means of raising funds through the Foundation to assist students in need of financial aid. The committee recommends the Foundation to establish positive relations with the legislature, artists and arts organizations, and alumni.

#### **6. Bemidji State University Contract, \$14,500, explanation memo attached as A13**

Mike Hiatt and Diane Aldis explained to the committee the purpose of the Bemidji State University Contract.

Committee member Mary Frances Skala moved to recommend the contract to the full board for approval. Committee member Penny Johnson seconded the motion. The vote was unanimous.

**7. CAPP Application, explanation memo attached as A14-16**

Mike Hiatt and Debra Hunt explained the reasons for the proposed CAPP sites and grants amounts.

Committee member Penny Johnson moved to recommend the sites and grants as listed on the memo to the full board for approval. Committee member Mary Frances Skala seconded the motion. The vote was unanimous.

**8. Officer Election**

Committee member Mary Frances Skala moved to recommend Renee Jenson as Committee Chair for another year. Committee member Penny Johnson seconded the motion. The vote was unanimous.

**9. Other**

**10. Meeting Adjourned**

Committee chair Renee Jenson adjourned meeting at 2:55 p.m.

# **PERPICH CENTER ARTS EDUCATION**

Arts High School • Professional Development • Research

6125 Olson Memorial Hwy., Golden Valley, MN 55422

## **Personnel Committee Meeting Minutes**

### **Date & Time:**

**Tuesday, May 6, 2003, at 12 p.m.**

### **Located At:**

**Perpich Center for Arts Education, Small Glass Box**

#### **1. Call Meeting to Order**

Personnel Committee chair Bob Brandt called the meeting to order at 12:10 p.m.

#### **2. Roll Call**

**Committee Members present:** Bob Brandt, Alex Boies, Renee Jenson, Sonja Peterson, Jane McWilliams

**Committee Member absent:** Dan Reigstad

**Others:** David Flannery, Kou Vang, Wesley Wallace

#### **3. Approval of Minutes**

- a. 01/16/03 Meeting Minutes
- b. 02/12/03 Meeting Minutes
- c. 02/19/03 Meeting Minutes
- d. 02/21/03 Meeting Minutes
- e. 02/26/03 Meeting Minutes
- f. 03/05/03 Meeting Minutes

Committee member Sonja Peterson moved to approve the above minutes. Committee member Alex Boies seconded the motion. The vote was unanimous.

#### **4. Deputy Director Position Description**

The Committee reviewed and discussed the deputy director's responsibilities as proposed on the position description draft.

Committee member Sonja Peterson moved to endorse the proposed position description draft. Committee member Alex Boies seconded the motion. The vote was unanimous.

#### **5. Interim Executive Director Compensation**

As a result of extending David Flannery's contract as interim executive director, the Committee discussed possible and available options to increase his compensation. David commented that under the current budget situation, it is not the time to increase his compensation but he would like the Committee to consider increasing his salary when it is possible. For the time being, David asked that the Committee support ongoing training, conferences and education for him to keep abreast with his profession, and that the Committee allows flexibility with his work schedule. The Committee expressed appreciation for

David's work and concerns; however, the Committee feels that David should be compensated fairly and asked David to check with DOER to see if there are other options in the forms of severance pay or insurance that could be awarded.

**Committee member Sonja Peterson moved to go on record that the Committee acknowledged the interim executive director's salary is inadequate and it should be increased as soon as it is possible. Committee member Alex Boies seconded the motion. The vote was unanimous.**

**6. Executive Director Search (next step)**

David Flannery and Bob Brandt reported on their conversations with James Abruzzo, DHR International. James Abruzzo will submit written reports to the Board. The reports will be shared with the Committee and the full Board.

Although there may be a number of factors affecting the recruitment of qualified candidates, the Committee feels the compensation cap is a disadvantage and recommends the Board work with the Legislature to either get a waiver, an exemption or remove the cap before the next executive director search.

**7. Interim Executive Director Performance Review**

As part of the process to refine the executive director's role and performance, committee members were given performance evaluation forms to evaluate David's performance. A completed self-evaluation form by David was given to committee members for comparison with their evaluations. The results will be discussed at the May 21 meeting. They are testing the process and will discuss ways to involve the full Board, as the process is refined.

**8. Others**

Committee member Sonja Peterson inquired about changing the meeting dates starting in September going forward. David recommends this request be brought to the Board on May 21.

**9. Meeting Adjourned**

**Personnel Committee chair Bob Brandt adjourned meeting at 1:25 p.m.**

# PERPICH CENTER ARTS EDUCATION

Arts High School • Professional Development • Research

6125 Olson Memorial Hwy., Golden Valley, MN 55422

## Full Board Meeting Minutes

### Date & Time:

May 21, 2003 at 3 p.m.

### Location:

Perpich Center for Arts Education, Visitors Center

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#### I. Call Meeting to Order

Vice chair Bob Brandt called the meeting to order at 3:05 p.m.

#### II. Roll Call

**Board Members present:** Alex Boies, Bob Brandt, Renee Jenson, Jane McWilliams, Dan Reigstad, Marjorie Savage, Mary Frances Skala

**Board Members absent:** Patty Anderson, Tina Anderson-Richards, Penny Johnson, Mohammed Lawal, Sonja Peterson, Robert Tracy

**Others:** Kou Vang, Pam Paulson, Mark Youngstrom, Mike Hiatt, David Flannery (came at 3:45 p.m.), Bev DeVos, Kevin Johnson, Dave Beaman, Rusty King, Tom Carlson, Craig Farmer, Mary Pietruszewski, Maryann Dorsey, Barbara Cox

#### III. Agenda Approval

Board member Jane McWilliams moved to approve the agenda. Board member Renee Jenson seconded the motion. The vote was unanimous.

#### IV. Consideration and Approval of Minutes

b. 04/16/03 Meeting Minutes attached as IV1-6.

Recommend the Board approve the above meeting minutes.

Board member Jane McWilliams moved to approve the April 16 meeting minutes. Board member Marjorie Savage seconded the motion. The vote was unanimous.

#### V. Reports

##### a. Chair's Report

In the absence of board chair Sonja Peterson, Bob Brandt, Vice Chair, reported on her behalf. Bob reported that Sonja Peterson have conflicts with the scheduled board meeting dates starting in September and she is proposing the dates be changed to every first Wednesday of the month.

**b. Committee Reports**

**1. Executive Committee -- Sonja Peterson, Chair**

Vice chair Bob Brandt reported on a letter received from Craig Farmer, AHS teacher, requesting correction to the April 16 board meeting minutes.

**The committee recommends the letter be accepted as a board correspondence.**

**Board member Renee Jenson moved to approve accepting Craig Farmer's letter as a board correspondence. Board member Marjorie Savage seconded the motion. The vote was unanimous.**

In response to board chair Sonja Peterson's request, the committee proposed the board meeting calendar be changed to the first Wednesday of every month. In addition, the committee proposed to have August as the off-month for board members as it will allow time for the personnel committee to work on the executive director performance and evaluation and for the board development committee to work on the board self-assessment instrument.

**Although the board members present agreed, board member Marjorie Savage recommended that the absent board members be informed of this change prior to approval.**

Vice chair Bob Brandt asked Kou Vang to notify the absent board members to get a poll. A new board meeting calendar will be presented for approval at the next meeting, June 18.

The committee met and will proposed the following issues to be discussed at the annual fall-retreat meeting in October.

- Review and evaluate the current mission statement; redefine if necessary.
- Evaluate how staff programs relate to the mission.
- Goal setting in relation to the mission.
- Board Assessment Instrument and Process.
- Executive director goal setting.
- Review statutes and laws, and organize an annual session for board members.
- Diversity

**2. Finance Committee -- Renee Jenson, Chair -- No meeting.**

**3. Personnel Committee -- Bob Brandt, Chair**

Chair Bob Brandt reported on the compensation for David Flannery, Interim Executive Director, as result of extending his contract. With the current budget, it is not the time to increase his salary but the committee will consider increasing his compensation as soon as it is possible. The committee appreciates his work and will support ongoing training, conferences and education for David to keep abreast with his profession as well as flexibility with his work schedule.

Chair Bob Brandt also reported on the executive director performance and evaluation process. This is a work in progress and as the committee members work through it, the process and materials will be improved. The Executive Director Performance and Evaluation form was distributed to board members. Members may complete the full form or if preferred, members may limit their comments to areas of strengths, goals and concerns. All data must be submitted to him by June 6. A special closed meeting is

scheduled for June 18 at 12 p.m. to discuss the feedback. At the full board meeting the committee will report on the process.

To be in compliance with the state's annual performance review regulation and for consistency purposes, the annual performance review process for the executive director will begin in April and be completed by September. Identified goals will be proposed and discussed at the annual fall-retreat board meeting.

**4. Board Development Committee – Mary Frances Skala, Chair**

The committee is working to finalize the board self-assessment instrument and anticipate to have it available at the next board meeting.

**c. Executive Director's Report**

David Flannery reported that Pam Paulson was promoted to Deputy Director and she will assume the position effective June 1, 2003. The timeline to change the position of Director of Finance to Accounting Supervisor—Principal, is anticipated to be in place by mid-June. This organizational change reflects the agency personnel structure that existed when Barbara Martin was the Deputy Director.

He reported on the press conference with Governor Pawlenty regarding the inclusion of the arts as core standards. He also mentioned that Senator Steve Kelley, a strong supporter of the arts and education, worked to ensure that the arts were included as core standards for all Minnesota students. The presentation organized by Pam Paulson for his committee really impressed Senator Kelley.

He also let the board know about some recent landscaping improvements. The work is expected to be ongoing.

**d. Report on the Art High School NCA Improvement Plan**

Included in the agenda, were Phase I and the complete improvement plan for the Arts High School. Mark Youngstrom explained the proposed school improvement plan as a part of the North Central Association accrediting process.

Mark also distributed and explained information on new students accepted and enrolled for the school year 2004-05.

**VI. Consent Calendar**

**VII. Old Business**

**a. Post Secondary Enrollment Options Policy**

David Flannery and Mark Youngstrom reported on the meeting with the Department of Children, Families and Learning (CFL). The Arts High School must now comply with the PSEO law; however, the AHS can establish a policy to restrict how residential students may be limited in how they are involved in the post-secondary option. David will ask Beverly Bryant at the Attorney General's office to provide acceptable language in this area.

Although the administration would like options available for our students, due to the unique programs offered and the limited students the AHS can accept, the AHS would like to establish PSEO guidelines for students who wish to attend the AHS.

**b. Medication Policy**

Mary Pietruszewski went over the medication policy draft with the board and answered questions accordingly. The policy draft will be presented at the next meeting for approval.

**c. Student Participation in Minnesota High School League Activities**

Mark Youngstrom reported on the year's experience with the student who participated in her home high school league activity. No extra work was required. She was responsible and completed the work that was required at the AHS. For the FY04-05 some students have requested to join activities at their home school. Draft guidelines by the AHS administrators were distributed to board members. Mark explained that a policy will be draft based on these guidelines for future decisions. The policy draft will be presented at future board meeting for consideration, perhaps next year when we've had experience with more students.

**VIII. New Business**

**a. Art Courses for Educators (ACE), Media Arts Programs**

Mike Hiatt and staff from the Professional Development Institute explained purpose and selection of the proposed six schools to receive the ACE~Media Arts Program Grants for FY 2004.

*Recommend the Board separately approve the following six schools for the ACE~Media Arts Program Grants for Fiscal Year 2004:*

*Recommend the Board approve the ACE~Media Arts Program Grants for \$5,180 to Studio Academy, Rochester for FY04.*

**Board member Renee Jenson moved to approve the grant for Studio Academy, Rochester for FY04. Board member Mary Frances Skala seconded the motion. The vote was unanimous.**

*Recommend the Board approve the ACE~Media Arts Program Grants for \$3,332 to Lakeville High School for FY04.*

**Board member Renee Jenson moved to approve the grant for Lakeville High School for FY04. Board member Mary Frances Skala seconded the motion. The vote was unanimous.**

*Recommend the Board approve the ACE~Media Arts Program Grants for \$4,405 to Hopkins Public Schools for FY04.*

**Board member Renee Jenson moved to approve the grant for Hopkins Public Schools for FY04. Board member Alex Boies seconded the motion. The vote was unanimous.**

*Recommend the Board approve the ACE~Media Arts Program Grants for \$2,790 to Washington Tech Magnet, St. Paul for FY04.*

**Board member Renee Jenson moved to approve the grant for Washington Tech Magnet, St. Paul for FY04. Board member Mary Frances Skala seconded the motion. The vote was unanimous.**

*Recommend the Board approve the ACE~Media Arts Program Grants for \$4,900 to Browns Valley Public for FY04.*

**Board member Renee Jenson moved to approve the grant for Browns Valley Public for FY04. Board member Alex Boies seconded the motion. The vote was unanimous.**

*Recommend the Board approve the ACE~Media Arts Program Grants for \$3,318 to Princeton Middle School for FY04.*

**Board member Renee Jenson moved to approve the grant for Princeton Middle School for FY04. Board member Mary Frances Skala seconded the motion. The vote was unanimous.**

**b. Proposed Change of Board Meeting Dates**

See discussion and decision above under Reports.

**c. Hanska Community School (Charter School)**

David Flannery reported that Hanska Community School has approached the agency to sponsor them. Hanska Community School is a charter school started in 1999 sponsored by the New Ulm school district. The school is rich with music, arts and Norwegian heritage located in a small community. Their sponsorship with New Ulm school district will end with the current school year.

The board advised David to get more information pertaining to the following for discussion at the next meeting.

- Financial
- Relationship Responsibility and Role
- Input from New Ulm School District Superintendent

**IX. Personnel**

**X. Information and Decisions**

**a. Information**

**1. Personnel Committee Meeting Minutes attached as X1-9.**

- a1. 01/16/03 Meeting Minutes
- a2. 02/12/03 Meeting Minutes
- a3. 02/19/03 Meeting Minutes
- a4. 02/21/03 Meeting Minutes
- a5. 02/26/03 Meeting Minutes
- a6. 03/05/03 Meeting Minutes

**b. Decisions**

**1. Maryann Dorsey Leave Request**

**The Interim Executive Director denied the request for a second-year leave of absence for Maryann Dorsey for the 2003/2004 school year.**

Maryann Dorsey has the option to return to her teaching position at the Arts High School until May 23, 2003. In the event that she does not return, the administration recommends that the board deny her request for a second year of leave. The best-qualified math teachers are only interested in continuing positions and this drives the administration's recommendation.

Ms. Dorsey's request for an extended leave is included on X10.

**2. Tom Schroeder Resignation**

The Interim Executive Director accepted the resignation of Tom Schroeder, a half-time visual arts teacher at the Arts High School effective June 20, 2003.

Tom letter of resignation is included on X11.

**XI. Open Forum at 4 p.m.**

*With the budget cut for FY04/05, Mark Youngstrom, AHS Director, with the executive director's support, cut the outreach work portion from Craig Farmer's position. Craig asked that the board reconsider the decision. He also spoke on the issue of PSEO option and in support of Maryann Dorsey's leave of absence request.*

*Maryann Dorsey asked the board to reconsider the executive director's decision on her request for a second-year leave of absence.*

*Jean and Kevin Johnson, student parent, expressed their concerns on the reduction of personal counseling available for the students.*

**XII. Meeting Adjourn**

Vice chair Bob Brandt adjourned the meeting at 5:20 p.m.

**School Improvement Plan**  
**North Central Accreditation**  
**Arts High School**  
**Perpich Center for Arts Education**  
**5/21/03**

**Introduction:** The School Improvement Plan is based upon work done by the NCA goals committee and the entire school staff over the past two plus years. It is connected to data collection (e.g. surveys of students and staff, focus groups including parents, alumni, and students, etc.) which forms the basis of our School Profile. The committee has used the School Profile along with aspects of the PCAE Board's goal setting process in order to create the current plan. The purpose of the Improvement Plan is to impact and improve student learning and to provide the Arts High School with a blueprint for the future so that we marshal our energy and creativity in a united way and in way that holds greatest promise for the future of the school. It should also be noted that plans need to be flexible and change with the times, so we see this plan evolving over time. Each year, starting with 2003-2004, we will identify priorities specific to that school year.

**Goal One: Students are able to look within themselves in order to make good choices and in order to challenge themselves at the highest level.**

**Objective A (priority 1):** Enhance the physical and mental health of our students.

Action steps:

1. Identify and evaluate current outlets for physical activity.
2. Seek new/additional options for physical activity.
3. Set up group meetings open to all students on a variety of mental health topics.
4. Provide an array of constructive choices for students.

**Objective B (priority 2):** Every student develops his/her own portfolio.

Action steps:

1. Identify the personal skills and habits students should seek to attain.
2. Plan and structure required elements of a student graduation portfolio.
3. Students track skills and knowledge they have gained, and reflect on all aspects of their personal growth.
4. Students develop their postsecondary plans.

**Objective C (priority 1):** Establish more consistent enforcement of school policies and rules.

Action steps:

1. Evaluate current school policies and rules and their enforcement.
2. Send clear messages to students about our policies.
3. Send clear messages to staff about the enforcement of student policies.

**Student Improvement goal:** Commitment to learning. Increase the number of students who do home work. (Search Institute statistics indicate that 53% of our students report doing at least one hour of homework each night. This is down from 70% in 1997.)

**Student Improvement Goal:** Social competencies. Enhance students' ability to plan ahead and make choices. (33% of students report competence in this area)

**Improvement Measures:**

- Alumni surveys, Search Institute surveys
- More activity choices for students
- Improved physical and mental health
- Decrease in violations/suspensions
- Incidence of drug and alcohol use

**Goal Two:** Students are able to look outside of themselves in order to maintain healthy relationships and in order to be tolerant of ideas and cultures different from their own.

**Objective A (priority 1):** Deepen the pool of applicants to the school and enhance the diversity of the school population.

Action steps:

1. Create a more focused and organized plan to recruit a diverse student and staff population—ethnically, culturally, geographically. (As part of this plan, develop a shared commitment to who we are and who we serve.)
2. Improve staffing support for admissions/recruitment.
3. Do more promotional kind of work—take student presentations on the road.
4. Improve transportation options for students.
5. Make dorm living as accessible as possible (e.g. subsidies for deserving students; varieties of payment options; more access to metro students, etc.).
6. Use the foundation to provide scholarships.
7. Review/assess the school curriculum: how is diversity/tolerance/appreciation of other cultures represented?
8. Increase guest artists who represent diverse perspectives.

**Objective B (priority 2):** Extend the school day into the late afternoon and evening.

Action steps:

1. Set up a partnership with a community college to offer some classes on campus, classes that we are unable to offer. (charge rent?)
2. Partner with the City of Golden Valley to offer some community education classes.
3. Engage students in more community service.
4. Create a better use of our facilities—many facilities are unused much of the day.
5. Hire a coordinator for extended day programs.

**Student improvement goal:** Increase students' ability to interact with adults and utilize community resources. Also increase students' engagement in, and contributions to, the broader community.

### **Improvement Measures:**

- Alumni surveys and Search Institute surveys
- Increased involvement in community service

## **Goal Three: Students achieve an in depth understanding of one arts area and the aesthetic development to appreciate the value of all the arts.**

### **Objective A (priority 1): Create common goals for teaching the arts.**

#### Action steps:

1. Each art area requires attendance at two or more performances or exhibitions of other art areas. Discussion/reflection of the experiences becomes part of the regular curriculum, including "How do you analyze/process work in other art areas?"
2. Establish a consistent focus on developing better audiences for all the arts.
4. Teach students to process/talk about the work they do.
5. Hire a "resident artist" who works in the school for a year and rotates through most arts and academic departments.

### **Objective B (priority 1): Build a new concept/structure for common experience.**

#### Action steps:

1. Examine the "new" Friday afternoon schedule for opportunities to present more structured and genuine common experiences.
2. Include time for a reflective look at student work as well as work of outside presentors.
3. Continue to look for collaborations with local arts institutions which enable us to bring presentors in for shared or no cost.
4. Consider using the dance studio more so that everyone can be present for a true "common experience."

### **Objective C (priority 2): Create more structured opportunities for faculty to plan and share the interdisciplinary work of the AHS.**

Action steps:

1. Build an interdisciplinary focus into our annual staff development plans.
2. Support opportunities for faculty to build their interdisciplinary credentials.
3. Make the interdisciplinary work of our faculty known, internally and externally.

**Objective D (priority 2):** Help students take better advantage of community resources.

Action steps:

1. Help students maximize their opportunities while at the AHS: organize field trips, bring in presentors, require students to attend events off campus, etc.
2. Seek ways to fund these opportunities (e.g, seek out comp tickets, assistance from alums, etc.)
3. Talk to students about ushering opportunities.
4. Establish electronic message board that features current happenings.

**Objective E (priority 3):** Make better use of alumni.

Action steps:

1. Organize alumni day so that a cross section of alumni are present.  
Each art area invites good role models for our students.
2. Explore other ways that alumni can assist us (e.g. mentoring, fundraising, political action, etc.)

**Student improvement goal: Aesthetic development:** Increase students' ability to describe, understand, and appreciate the art form they are focusing on as well as other art forms

**Improvement Measures**

1. Videotape student work from examples of beginning work to examples after periods of instruction.
- Use measurement tools developed by higher ed.
  - Senior portfolio projects.
  - Pre and post gallery work

**Goal Four: Students gain the foundation skills in arts and academics that prepare them for postsecondary studies and multiple career opportunities.**

**Objective A (priority 1):** Conduct a curriculum audit.

Action steps:

1. Identify the skills we teach or do not teach consistently.
2. Agree on skills everyone should be addressing (e.g. reading, writing, information literacy, math, problem solving, critical thinking, etc.)
3. Provide staff development on priority topics.
4. Integrate priority skills across the curriculum.
5. Review current opportunities for students to experience multiple arts.
6. Explore some of the following options: new classes; new or continuing interdisciplinary experiences; internships/mentorships; changes in the weekly or daily schedule; common experiences, etc.

**Objective B (priority 1):** Establish a curriculum review cycle.

Action steps:

1. All academic and art program areas are reviewed on a regular 5-6 year cycle. The learning resource center will participate in each program's review cycle in order to keep current with the school's resource needs.
2. Outside reviewers are brought in to visit classes and art events, visit with staff and students and share their opinions and insights.
3. A curricular budgeting cycle is implemented. Programs being evaluated are eligible for increased funding for the evaluation year.

**Objective C (priority 2):** Examine the purpose and future use of technology in the High School.

Action steps:

1. Review "state of the art" instructional technologies.
2. Review AHS uses of instructional technology, including identification of instructional "gaps and overlaps."
3. Prepare a staff development and instructional technology improvement plan for the AHS.

**Objective D (priority 2):** Build a professional community of learners by continuing classroom/studio explorations/action research.

Action steps:

1. Review and evaluate the results from year 2002-2003.
2. Seek to expand the range and sophistication of research from year to year.
3. Document the changes in teaching and learning that result from this research.
4. Share documentation internally and externally.

**Objective E (priority 2):** Create more structured opportunities for faculty to deepen their understanding of student assessment.

Action steps

1. Build an assessment focus into our annual staff development plans.
2. Support opportunities for faculty to build their assessment credentials.
3. Work toward common understandings regarding the range of student work, from acceptable to high quality.

### **Student improvement goals:**

- Reading: Improve students' ability to comprehend content materials.
- Reading: Increase the number of students who read for pleasure three or more hours per week.
- Math: Improve student math attitudes and competencies.

### **Improvement Measures**

- Document results of the BPN action research/classroom investigations being conducted in year 2002-2003.
- We currently do five year follow up studies. If we had teachers do follow up calling, would we get a better response rate?

## **Goal 5: Develop or Resurrect the Arts High School Foundation**

**Objective A (Priority 1):** Examine legal status of old "Friends of Education."

**Objective B (Priority 1):** Create a new non-profit foundation which can receive private funds to support the AHS.

**Objective C (Priority 1):** Determine purpose, policies and practices of the foundation.

**School Improvement Plan**  
**Phase I 2003-2004**  
**North Central Accreditation**  
**Arts High School**  
**Perpich Center for Arts Education**  
**May 21, 2003**

**Introduction:** This phase I plan represents the first installment of a larger School Improvement Plan that focuses on the growth and development of the school over the next 4-5 years. Contact the office of the School Director for copies of the complete plan.

**Goal 1**

**Deepen the pool of applicants to the school and enhance the diversity of the school population.**

**Action steps:**

1. Create a more focused and organized plan to recruit a diverse student and staff population—ethnically, culturally, geographically. (As part of this plan, develop a shared commitment to who we are and who we serve.)
2. Improve staffing support for admissions/recruitment and identify roles that the entire agency, including the Board, should play.
3. Do more promotional kinds of work—as an example, take student presentations on the road.
4. Improve transportation options for students.
5. Make dorm living as accessible as possible (e.g. subsidies for deserving students; varieties of payment options; more access for metro students, etc.).
6. Use the foundation to provide scholarships.
7. Review/assess the school curriculum: how is diversity/tolerance/appreciation of other cultures represented?

8. Increase guest artists who represent diverse perspectives.

**How will this goal be implemented?**—A recruitment/diversity committee will be established. This committee will be given the authority and responsibility to meet the intent of the goal.

**What is the timeline for implementing this goal?**—The work of this goal will begin immediately and become an ongoing priority of the school.

**How will this goal impact student achievement?**— There is no direct correlation between meeting this goal and raising student achievement. However, as part of a larger school emphasis on students being able to “look outside themselves and be tolerant of ideas and cultures different from their own,” the following student achievement goal has been set for the future: “Increase students’ engagement in, and contributions to the broader community.”

## Goal 2

### **Develop or Resurrect the Arts High School Foundation**

#### **Action steps:**

1. Examine legal status of old “Friends of Education.”
2. Create a new non-profit foundation which can receive private funds to support the AHS.
3. Determine purpose, policies and practices of the foundation.
4. Publicize the foundation and initiate fundraising strategies.

**How will this goal be implemented?** —A foundation board has been established, and they are beginning to address the action steps.

**What is the timeline for implementing this goal?**—The foundation board is in the process of identifying timelines for its work.

**How will this goal impact student achievement?**—There is no direct correlation between meeting this goal and raising student achievement.

## Goal 3

### **Conduct a curriculum audit.**

#### **Action steps:**

1. Identify the skills we teach or do not teach consistently.
2. Agree on skills everyone should be addressing (e.g. reading, writing, information literacy, math, problem solving, critical thinking, diversity/tolerance/appreciation, etc.)
3. Provide staff development on priority topics.
4. Integrate priority skills across the curriculum.
5. Review current opportunities for students to experience multiple arts.
5. Explore some of the following options: new classes; new or continuing interdisciplinary experiences; internships/mentorships; changes in the weekly or daily schedule; common experiences, etc.

**How will this goal be implemented?**—School Director will contact area schools to identify models for conducting a curriculum audit. He will also identify staff to assist him in meeting this goal. Faculty and staff will begin the audit in August, 2003.

**What is the timeline for implementing this goal?**—August--September, 2003

**How will this goal impact student achievement?**—A specific emphasis for next year will be: "Increase the number of students who read for pleasure three or more hours per week." Achievement goals being considered for the future include: "improve students' ability to comprehend content material," and "improve student math attitudes and competencies." In addition, the curriculum audit should reveal gaps and omissions in our curriculum that will allow us to increase student achievement by focusing our instruction more successfully. Skill areas that are not being consistently addressed will be incorporated by programs into their curriculum review and revision.

## Goal 4

### **Establish a curriculum review cycle.**

#### **Action steps:**

1. All academic and art program areas are reviewed on a regular 5-6 year cycle. The learning resource center will participate in each program's review cycle in order to keep current with the school's resource needs.
2. Outside reviewers are brought in to visit classes and art events, visit with staff and students and share their opinions and insights.
3. A curricular budgeting cycle is implemented. Programs being evaluated are eligible for increased funding for the evaluation year.

**How will this goal be implemented?**--School Director will contact area schools to identify models for conducting a review cycle. He will ask for two departments to volunteer to begin the cycle next year, and he will also identify staff to assist him in meeting this goal.

**What is the timeline for implementing this goal?**—Begin implementing the cycle during the 2003-2004 school year.

**How will this goal impact student achievement?**—The impact of this goal on student achievement is described above under goal three.

## **Goal 5**

### **Establish more consistent enforcement of school policies and rules.**

#### **Action steps:**

1. Evaluate current school policies and rules and their enforcement.
2. Send clear messages to students about our policies.
3. Send clear messages to staff about the enforcement of student policies.

**How will this goal be implemented?**—School Director will work with faculty and student services staff to identify policies that are unclear and/or not being enforced consistently. Policy expectations will be reviewed during August workshops. School policies will also be reviewed with new students in the spring and fall and with returning students in the fall.

**What is the timeline for implementing this goal?**—The timeline is ongoing as policies are always under review. In the spring of the year, policy changes which have been reviewed and improved by the school leadership team and administration are included in the new version of the student handbook.

**How will this goal impact student achievement?**—There is no direct correlation between meeting this goal and raising student achievement.

## MEMORANDUM

**To:** David Flannery  
Interim Executive Director

**From:** Michael Hiatt, Director  
Professional Development Institute  
  
Dave Beaman, Visual & Media Arts Education Specialist

**Subject:** Professional Development Institute Grant Request Summary

**Applicant(s):** Arts Courses for Educators (ACE), Media Arts Program School  
Applicants, 2003-2005

**cc:** Elmore James

**Date:** May 8, 2003

### Program Description

The purpose of ACE~Media Arts program is to establish Media Arts as an integral and important part of the curriculum of the schools of Minnesota.

Media Arts is a discipline which, like other academic subject areas, has its own content to be studied, understood and applied as part of a total education for life. Through Media Arts, students develop creative and critical thinking skills and become engaged in the technical, intellectual, aesthetic, historical and social aspects of learning.

The ACE~Media Arts program trains teams of teachers from Minnesota public schools in the use of Media Arts teaching and learning, with the goal of assisting all Minnesota students in every subject area. It features hands-on learning, coaching, and assistance from expert artist instructors.

The critical method that the Media Arts program employs to accomplish this purpose is to provide professional development opportunities on a long-term basis to teachers in selected schools across Minnesota. These opportunities include: attending a series of teacher workshops; site visits from artist instructors, and; participation in collaborative planning and implementation of a Media Arts curriculum with the advice and assistance of consulting instructors assigned to each school.

The purpose of the grants to schools is to enable schools to pay substitute teachers for teachers from selected schools while they attend professional development workshops during the school year, reimbursement for travel, meals and lodging for those teachers traveling to the workshops from outside the metro Twin Cities area. The grants will also cover substitute teacher costs for up to five days per teacher for on-site training by ACE ~ Media Arts Instructors.

These teacher teams will be engaged in first of two years of intensive training in the 2003-2004 school year.

The six sites recommended for participation in the ACE Media Arts program:

Congressional District	Site	grade level
#1	Studio Academy of Rochester	9-12
#2	Lakeville High School	10-12
#3	Hopkins Public School	k-12
#4	Washington Tech Magnet School, St. Paul	6-8
#7	Browns Valley	k-8
#8	Princeton Middle School	6-8

We recommend that the Board approve the following requested amounts for the ACE~Media Arts Program:

**Budget**

<u>Cong. Dist.</u>	<u>School</u>	<u># of Teachers on Team</u>	<u>Proposed Funding FY 04</u>
#1	Studio Academy (Rochester)	4	\$ 5180.00
#2	Lakeville High School	4	\$ 3332.00
#3	Hopkins Public Schools	5	\$ 4405.00
#4	Washington Tech Magnet (St. Paul)	3	\$ 2790.00
#7	Browns Valley Public	4	\$ 4900.00
#8	Princeton Middle School	4	\$ 3318.00
<b>TOTAL AMOUNT REQUESTED</b>			<b>\$ 23,925.00</b>

**RESOLUTION**

Recommend that the Board of the Perpich Center for Arts Education ACE~Media Arts Program Grants to the schools listed below in the amounts specific for the Fiscal Year 2004.

<b>School/Arts Organization</b>	<b>Budget Amount</b>
Studio Academy (Rochester)	\$ 5180.00
Lakeville High School	\$ 3332.00
Hopkins Public Schools	\$ 4405.00
Washington Tech Magnet (St. Paul)	\$ 2790.00
Browns Valley Public	\$ 4900.00
Princeton Middle School	\$ 3318.00
<b>TOTAL AMOUNT REQUESTED</b>	<b>\$ 23,925.00</b>

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2003

Signed: \_\_\_\_\_, Chair

# PERPICH CENTER ARTS EDUCATION

Arts High School • Professional Development • Research

6125 Olson Memorial Hwy., Golden Valley, MN 55422

## Board Development Committee Minutes

### Date & Time:

May 21, 2003 @ 2:00 p.m.

### Located At:

PCAE, Executive Conference Room

#### 1. Call Meeting to Order

Committee chair Mary Frances Skala called the meeting to order at 2:05 p.m.

#### 2. Roll Call

**Committee Members present:** Bob Brandt, Renee Jenson, Jane McWilliams, Marjorie Savage (came at 2:30), Mary Frances Skala

**Committee Member absent:** Penny Johnson

**Others:** Kou Vang, Mike Hiatt

#### 3. Approval of 03/19/03 Minutes

Committee chair Mary Frances Skala noted the misspelling on her name be corrected.

**Committee Bob Brandt moved to approve the March 19 minutes. Committee member Renee Jenson seconded the motion. The vote was unanimous.**

#### 4. Board Manual Progress

In reviewing the draft board manual content, the committee feels it may be too much information and recommended a simpler format. The committee will review the draft context on the roles and responsibilities of the board and members, and will recommend changes accordingly.

#### 5. Self Assessment Instrument

The committee reviewed and discussed the two proposed board self-assessment drafts. Committee members will note changes accordingly and forward corrected copies to Kou by June 6 to revise. The final draft copy will be presented at the next board meeting.

#### 6. Other – None discussed.

#### 7. Adjourn

Committee chair Mary France Skala adjourned the meeting at 2:50 p.m.

# **PERPICH CENTER ARTS EDUCATION**

Arts High School • Professional Development • Research

6125 Olson Memorial Hwy., Golden Valley, MN 55422

## **Executive Committee Meeting Minutes**

### **Date & Time:**

May 21, 2003, at 1:00 p.m.

### **Located At:**

PCAE, Executive Conference Room

#### **1. Call Meeting to Order**

Bob Brandt, Vice Chair, called meeting to order at 1:20 p.m.

#### **2. Roll Call**

**Committee Members present:** Bob Brandt, Renee Jenson, Mary Frances Skala

**Committee Member absent:** Sonja Peterson, Marjorie Savage

**Others:** Jane McWilliams (board member), David Flannery (left at 1:30), Mike Hiatt, Kou Vang

#### **3. Approval of 04/16/03 Meeting Minutes**

Mary Frances noted that the minutes be corrected to show her as member of the executive committee.

**Committee Mary Frances Skala moved to approve the April 16 minutes. Committee member Renee Jenson seconded the motion. The vote was unanimous.**

#### **4. Fall Retreat**

The committee identified issues to discuss at the annual fall-retreat board meeting. The committee will proposed the following issues for discussion:

- Review and evaluate the current mission statement; redefine if necessary.
- Evaluate how staff programs relate to the mission.
- Goal setting in relation to the mission.
- Board Assessment Instrument and Process.
- Executive director goal setting.
- Review statutes and laws and organize an annual review/update session for members.
- Diversity

#### **5. Other**

A letter from Craig Farmer, AHS teacher, was passed out to committee members. Craig is requesting correction to the April 16 meeting minutes. The committee will proposed the letter be accepted as board correspondence at the full board meeting.

#### **6. Adjourn**

Bob Brandt, Vice Chair, adjourned meeting at 1:55 p.m.

# **PERPICH CENTER ARTS EDUCATION**

Arts High School • Professional Development • Research

6125 Olson Memorial Hwy., Golden Valley, MN 55422

## **Personnel Committee Meeting Minutes**

### **Date & Time:**

**May 21, 2003, at 11 a.m.**

### **Located At:**

**PCAE, Executive Conference Room**

#### **1. Call Meeting to Order**

Committee chair Bob Brandt called the meeting to order at 11:20 a.m.

#### **2. Roll Call**

**Committee Members present:** Bob Brandt, Jane McWilliams, Renee Jenson

**Committee Members absent:** Sonja Peterson, Alex Boies, Dan Reigstad

**Others:** David Flannery, Kou Vang

#### **3. Approval of 05/06/03 Minutes**

**Committee member Renee Jenson moved to approve the May 6 meeting minutes. Committee member Jane McWilliams seconded the motion. The vote was unanimous.**

#### **4. Interim Executive Director Performance Evaluation Feedback and Process**

The committee discussed the executive director evaluation process and how to involve the full board. The Executive Director Performance and Evaluation form will be given to all other board members to complete or if preferred, to simplify the process, members may limit their comments in the areas of strengths, goals and concerns. All data must be submitted to committee chair Bob Brandt by June 6. A special closed meeting is scheduled for June 18 at 12 p.m. to discuss the feedback. The committee will share their analysis and comments during the full board meeting.

To be in compliance with the state's annual performance review requirement and for consistency purposes, a tentative schedule to start the annual performance and evaluation process will begin every April and be completed by September. Identified goals will be proposed and discussed at the annual fall-retreat board meeting. The committee also expressed concerns about other personnel reviews to ensure that it is done. David Flannery responded that all completed reviews are on file in the human resource office.

#### **5. Other - None discussed.**

#### **6. Adjourn**

Committee chair Bob Brandt adjourned the meeting at 12:05 p.m.

# PERPICH CENTER ARTS EDUCATION

Arts High School • Professional Development • Research  
6125 Olson Memorial Hwy., Golden Valley, MN 55422

## Full Board Meeting Minutes

### Date & Time:

June 18, 2003, at 3 p.m.

### Location:

Perpich Center for Arts Education, Visitors Center

#### **I. Call Meeting to Order**

Chair Sonja Peterson called the meeting to order at 3:05 p.m.

#### **II. Roll Call**

**Board Members present:** Tina Anderson-Richards, Alex Boies, Bob Brandt, Renee Jenson, Penny Johnson, Jane McWilliams, Sonja Peterson, Mary Frances Skala

**Board Members absent:** Patricia Anderson, Mohommed Lawal, Dan Reigstad, Marjorie Savage, Robert Tracy

**Others:** David Flannery, Kou Vang, Mike Hiatt, Mark Youngstrom, Elmore James, Bev Devos, Pam Paulson

#### **III. Agenda Approval**

Board member Bob Brandt moved to approve the agenda. Board member Penny Johnson seconded the motion. The vote was unanimous.

#### **IV. Consideration and Approval of Minutes**

##### **B. 05/21/03 Board Meeting Minutes attached as IV1-6**

Recommend the board approve the May 21 board meeting minutes.

Board member Bob Brandt moved to approve the May 21 board meeting minutes. Board member Penny Johnson seconded the motion. The vote was unanimous.

#### **V. Reports**

##### **a. Chair's Report - Sonja Peterson (See executive committee report.)**

##### **b. Committee Reports**

###### **1. Executive Committee - Sonja Peterson**

Chair Sonja Peterson reported on the committee's discussion of the lawsuit. The executive committee felt it was important that Gary Cunningham, the attorney handling the case, meet with the full board to brief us. Chair Sonja Peterson asked board members for possible dates to have a special closed meeting. Board members

agreed on June 25, July 1 and July 7 at 2 p.m. David Flannery was directed to setup a special closed meeting of the board with the attorney.

**2. Finance Committee - Renee Jenson**

Committee chair Renee Jenson reported that the committee met and discussed alternative revenue resources, FY04 operating budget and endorsed grants, all which will be discussed later in this meeting.

**3. Personnel Committee - Bob Brandt (No meeting)**

**4. Board Development Committee - Mary Frances Skala**

Committee chair Mary Frances Skala reported that the committee didn't meet but she wanted to let the board know that the committee is near completion on the board self-assessment document.

**5. Programs Committee - Marjorie Savage**

No report as the committee did not meet. In the absence of committee chair Marjorie Savage, Kou Vang followed up on Marjorie's request to have an extended programs committee meeting in July on a Friday for about three hours. Some committee members are not available on Fridays. David Flannery will follow up with Marjorie on other possible days of the week.

**c. Executive Director's Report**

David Flannery reported on various student awards and commended the staff involved in coordinating with the students to make it happen. He reported on the meeting setup by Pam Paulson with Fred Stordi, Executive Director of the Minnesota Elementary Principals Association. The center is working to improve relationships and promote awareness in communities, school districts and arts organizations. Pam added that after the meeting, Fred Stordi invited administrators to do a presentation at their next board meeting.

**d. Other**

Mike Hiatt reported that PDI would like board member volunteers to be in their grant review panel. The panel will review new and existing grants July 8 and 9 for the next school year. Board member Jane McWilliams volunteered for July 8 and Bob Brandt, July 9.

**VI. Consent Calendar**

**a. Student Medication Policy, attached as VII-2**

Recommend the board approve the Student Medication Policy.

Board member Mary Frances Skala moved to approve the Student Medication Policy. Board member Penny Johnson seconded the motion. The vote was unanimous.

**VII. Old Business**

**a. Revised Board Meeting Calendar, 2003/2004, attached as VIII1**

Recommend the board approve the revised board meeting calendar for the remainder year 2003 through February 2004.

Due to the changed dates, the offsite meeting falls onto the first day of school, which is difficult to reserve a location. The board changed the meeting schedule to have the fall-retreat in September and offsite meeting in October. The board fall-retreat meeting will be on September 3 at noon here. There will be no committee meetings. Lunch will be served at noon and the meeting will start at 1 p.m. Board member Jane McWilliams will host and coordinate the October 1 offsite meeting. Lunch will be provided at noon. Executive committee will meet at 1 p.m. Finance and programs committees will meet separately at 2 p.m. followed by the full board meeting at 3 p.m.

Board member Bob Brandt moved to approve the meeting calendar with the noted changes. Board member Jane McWilliams seconded the motion. The vote was unanimous.

**b. Location for September 3 Board Meeting**

See above resolution.

**c. October 1 Fall-retreat Board Meeting**

See above resolution.

**d. Hanska School Update**

David Flannery reported on the visit by the Hanska Elementary School representatives. He reported that according to the state audit reports, Hanska has a good financial history. He also shared information on sponsorship role and responsibilities. He feels the Center and Hanska School could both benefit from this opportunity. PDI and RACC can assist Hanska School improve curriculum and connect them to our programs.

Board member Renee Jenson moved to authorize David Flannery to sponsor the Hanska Elementary School, if this is possible, for the minimum amount of time. Board member Tina-Anderson Richards seconded the motion. The vote was unanimous.

**e. Fiscal Year 2004 Perpich Center Operating Budget, attached as VII2**

Recommend the board approve the FY04 operating budget with the revenue of \$6,864,000 from the state's general fund and expenditures of \$6,864,000.

Recommend the board approve the estimated budget of \$2,740,000 for the following revenue funds:

\$ 650,000	<i>Miscellaneous Special Revenue Fund</i>
\$ 10,000	<i>Federal Fund</i>
\$ 130,000	<i>Miscellaneous Agency Fund</i>
<u>\$1,950,000</u>	<i>Gift Fund</i>
<b>\$2,740,000</b>	<b>TOTAL</b>

Board member Renee Jenson moved to approve both the FY04 Operating Budgets as proposed above. Board member Mary Frances Skala seconded the motion. The vote was unanimous.

**VIII. New Business**

**a. School Year 2003/04 Student Handbook, attached as VIII1-4**

Recommend the board approve the proposed changes to the Student Handbook for school year 2003/04.

Mark Youngstrom went over the policy changes in the Student Handbook for school year 2003/04.

Board member Mary Frances Skala moved to approve the proposed policy changes to the Student Handbook for school year 2003/04. Board member Penny Johnson seconded the motion. The vote was unanimous.

**b. Approval of Grants and Contracts**

Mike Hiatt, PDI Director will be presented and explained the following grants and contracts.

**1. Inter-Agency Agreement for \$16,676, attached as VIII5**

Recommend the board approve the Inter-Agency Agreement between the Perpich Center for Arts Education and the Minneapolis Public Schools for \$16,676.

Board member Renee Jenson moved to approve the Inter-Agency Agreement between the Perpich Center for Arts Education and the Minneapolis Public Schools for \$16,676. Board member Alex Boies seconded the motion. The vote was unanimous.

**2. Arts Courses for Educators (ACE) ~ Theater Program, Renewal School Grants 2003/04, attached as VIII6-8**

Recommend the board approve Albert Lea School District, Albert Lea for the Arts Education award second-year ACE~Theater Program for \$3,995.

Board member Renee Jenson moved to approve the Albert Lea School District, Albert Lea for the Arts Education award second-year ACE~Theater Program for \$3,995. Board member Jane McWilliams seconded the motion. The vote was unanimous.

Recommend the board approve Dayton's Bluff Elementary, St. for the Arts Education award second-year ACE~Theater Program for \$2,352.

Board member Renee Jenson moved to approve the Dayton's Bluff Elementary, St. for the Arts Education award second-year ACE~Theater Program for \$2,352. Board Alex Boies seconded the motion. The vote was unanimous.

Recommend the board approve Powderhorn Community School, Minneapolis for the Arts Education award second-year ACE~Theater Program for \$2,816.

Board member Renee Jenson moved to approve the Powderhorn Community School, Minneapolis for the Arts Education award second-year ACE~Theater Program for \$2,816. Board Alex Boies seconded the motion. The vote was unanimous.

Recommend the board approve Morris School District, for the Arts Education award second-year ACE~Theater Program for \$4,245.

Board member Renee Jenson moved to approve the Morris School District, for the Arts Education award second-year ACE~Theater Program for \$4,245. Board Alex Boies seconded the motion. The vote was unanimous.

Recommend the board approve J. A. Hughes Elementary, Red Lake Falls for the Arts Education award second-year ACE~Theater Program for \$4,599.

Board member Renee Jenson moved to approve the J. A. Hughes Elementary, Red Lake Falls for the Arts Education award second-year ACE~Theater Program for \$4,599. Board Alex Boies seconded the motion. The vote was unanimous.

**3. Planning and Training Contract for \$6,500 for the 2003 Art & Technology for Educators Summer Workshop and 2003/04 ACE~Media Arts Program, attached as VIII9**

Recommend the board approve the contract for \$6,500 for planning and training for the 2003 Art and Technology for Educators Summer Workshop and 2003/04 ACE~Media Arts Program.

**Board member Renee Jenson moved to approve the contract for \$6,500 for planning and training for the 2003 Art and Technology for Educators Summer Workshop and 2003/04 ACE~Media Arts Program. Board Bob Brandt seconded the motion. The vote was unanimous.**

**c. Alternative Revenue, attached as VIII10-12**

Finance committee chair Renee Jenson reported that David Flannery and the committee discussed the need for alternative revenue resources. David indicated that he intended to establish a contract to Thomas Triplett to help us develop alternative revenue sources. Board member Alex Boies expressed her concern.

**d. The Gates Foundation**

Pam Paulson reported on recent communications with the Gates Foundation. The Gates Foundation has a division that focuses on partnering with organizations nationwide to create schools centered in the Arts. We have been invited to submit a proposal to create new schools or reconstitute existing schools. Gates Foundation's grant qualifications are specific and with little flexibility but the Center has a lot to offer and we are hopeful that more flexible contract guidelines can be negotiated. Mike Hiatt and Pam Paulson are working ways to proceed with the foundation. The board agreed that administrators should continue to work with the Gates Foundation to define partnership responsibilities and report back to the board.

**e. The Lawsuit**

See board chair Sonja Peterson's report above.

**IX. Personnel**

**X. Information and Decisions**

**a. Maryann Dorsey Leave of Absence Update**

The Arts High School was able to find a qualified math teacher to fill her position for one year. This is a positive resolution for students, Maryann Dorsey and the AHS. The executive director has approved her leave of absence request for another year to continue her work at Johnson High School. Maryann Dorsey will notify Mark Youngstrom, AHS Director by April 15, 2003, of her intention for the 2004/05 school year.

**b. New Hires**

David Flannery approved the following new hires to start August 1, 2003, for the school year 2003/04.

*Elaine Drivas, 1.0 FTE Spanish teacher*

*Eric Nelson, 1.0 FTE math teacher*

*Harry Kit, .6 position math teacher*

*Joan Gartner, .4 position math teacher*

**c. MN School Board Association, article on the Perpich Center for Arts Education, attached as X1-2**

**XI. Open Forum at 4 p.m.**

**XII. Meeting Adjourn**

Chair Sonja Peterson adjourned meeting at 5:20 p.m.

Fiscal Year 2004  
Approved Budget  
July 19, 2003

Org# Name	Original
<b>9100 Administration</b>	
<del>101</del> Payroll	\$1,156,510
102 Building Facilities	\$348,000
103 Health & Wellness	\$2,000
104 Communications/Marketing	\$31,300
105 Technology	\$105,000
106 Administration	\$202,600
107 Staff Development-Admin	\$5,000
108 Facility Repair	\$60,000
109 Postage, Printing, Copies	\$7,842
<b>Total</b>	<b>\$1,918,252</b>

<b>9500 Professional Development Institute</b>	
<del>101</del> Payroll	\$562,203
331 National Training	\$6,500
333 Postage & Copies	\$23,000
334 Special Initiatives	\$12,500
335 Staff Development	\$8,000
341 Dance Education	\$10,000
342 Theater Education (ACE)	\$50,000
343 Media Education	\$50,000
344 Arts Education Courses (FACS)	\$10,000
345 Music Education	\$12,500
346 Visual Arts Education	\$10,000
352 Minnesota Art Experience	\$0
354 Collaborations/Conferences	\$20,000
355 Multicultural Initiative	\$12,500
360 Partner Schools	\$220,000
361 ASAP Initiative	\$200,000
363 PASS	\$0
365 CAPP	\$83,000
370 Summer Institute	\$40,000
381 Printing	\$12,500
<b>Total</b>	<b>\$1,342,703</b>

Org# Name	Original
<b>7200 Arts High School</b>	<b>2,268,238</b>
<del>101</del> Payroll	<del>\$2,304,238</del>
201 Admissions	\$36,000
202 Counseling	\$6,000
204 Postage, Printing, Copies	\$23,000
206 Special Education	\$40,000
401 Dance	\$7,500
402 Literary Arts	\$4,700
403 Media Arts	\$13,500
404 Theater	\$14,500
405 Visual Arts	\$27,500
406 Common Experience	\$1,100
407 Music	\$17,800
410 Communications	\$3,700
411 Mathematics	\$3,000
412 Science	\$3,700
413 Social Studies	\$2,000
414 World Languages	\$2,000
415 Substitute Teachers	\$7,000
416 Field Trips	\$4,800
417 College Scholarship Prgm.	\$0
418 Program Development	\$25,500
419 Staff Development	\$10,100
420 Postage, Printing, Copies	\$25,700
<b>Total</b>	<b>\$2,583,338</b>

<b>9500 Research, Assessment &amp; Curriculum</b>	
<del>101</del> Payroll	\$223,488
501 Travel	\$4,000
502 Staff Development	\$5,000
503 Postage, Printing, Copies	\$5,000
504 Best Practices Network	\$99,307
505 Research Grants	\$0
<b>Total</b>	<b>\$336,795</b>

Org# Name	Original
<b>7400 Learning Resource Center</b>	
<del>101</del> Payroll	\$129,122
408 Learning Resource Center	\$10,500
<b>Total</b>	<b>\$139,622</b>
<b>9300 Residential Services</b>	
<del>101</del> Payroll	\$558,290
203 Dormitory	\$18,000
207 Staff Development-Dorm	\$3,000
<b>Total</b>	<b>\$579,290</b>

**Grand Total    \$6,900,000**

PERPICH CENTER FOR ARTS EDUCATION  
FISCAL YEAR 2004 (July 1, 2003 – June 30, 2004)  
BUDGET RECOMMENDATIONS  
JUNE 18, 2003

**STATE GENERAL FUND**

Recommend the Board adopt a Fiscal Year 2004 operating budget with revenue of \$6,864,000, from the state's General Fund, and expenditures of \$6,864,000.

Recommended Budget by PCAE Operating Area:

\$1,918,252	Administration
\$2,547,338	Arts High School
\$ 139,622	Learning Resource Center
\$1,342,703	Professional Development Center (PDI)
\$ 336,795	Research Assessment and Curriculum Center (RACC)
<u>\$ 579,290</u>	Residential Services
 \$6,864,000	 TOTAL

**STATE REVENUE FUNDS**

Recommend the Board adopt an estimated budget of \$2,740,000 for the following revenue funds:

\$ 650,000	Miscellaneous Special Revenue Fund
\$ 10,000	Federal Fund
\$ 130,000	Miscellaneous Agency Fund
<u>\$1,950,000</u>	Gift Fund
 \$2,740,000	 TOTAL

The requested budget is a combination of estimated funds to be carried forward from fiscal year 2003 and anticipated receipts during fiscal year 2004.

Miscellaneous Special Revenue -- Are fees collected for various PCAE programs and activities, such as residential, cafeteria, performances by arts areas, and professional development programs.

Federal -- Are receipts from the federal child nutrition program.

Miscellaneous Agency -- Are deposits for various activities, such as the annual Gala and yearbook and damages for the dormitory. The deposits are expended on the various activities and to offset damages, or returned to students.

Gifts -- Are grants from sources, such as Annenberg and McKnight foundations.

PERPICH CENTER FOR ARTS EDUCATION  
FISCAL YEAR 2004 (July 1, 2003 - June 30, 2004)  
BUDGET RECOMMENDATIONS  
June 18, 2003

## STATE GENERAL FUND

Department	FY 2004 Proposed	FY 2003 Budget	Difference	Percentage Difference
Admin	\$1,918,252	\$2,194,110	-\$275,858	-13%
AHS	\$2,547,338	\$2,703,338	-\$156,000	-6%
LRC	\$139,622	\$156,122	-\$16,500	-11%
PDI	\$1,342,703	\$1,498,703	-\$156,000	-10%
RACC	\$336,795	\$353,295	-\$16,500	-5%
Residential	\$579,290	\$579,290	\$0	0%
Total	\$6,864,000	\$7,484,858	-\$620,858	-8%

## STATE REVENUE FUNDS .

	FY 2004 Proposed	FY 2003 Budget	Difference	
Misc. Special	\$650,000	\$561,000	\$89,000	16%
Federal	\$10,000	\$2,000	\$8,000	400%
Misc. Agency	\$130,000	\$110,000	\$20,000	18%
Gift	\$1,950,000	\$2,624,750	-\$674,750	-26%
Total	\$2,740,000	\$3,297,750	-\$557,750	-17%

## MEMORANDUM

TO: David Flannery  
Interim Executive Director

FROM: Michael Hiatt, PDI Director  
Mary Sundet Jones, Partnering Resources Coordinator

DATE: May 27, 2003

SUBJECT: Request for Board Approval of Inter-Agency Agreement

Agreement Details: \$16,676  
July 1, 2003-June 30, 2004  
Minneapolis Public Schools  
Artful Teaching & Learning Coordinator

Description

The Artful Teaching & Learning program is a joint program of Minneapolis Public Schools (MPS) and the Perpich Center. MPS is the fiscal agent for the program, which is primarily funded by a 3-year grant from the U.S. Department of Education, through its Arts Education Model Development and Dissemination program. 2003-04 will be the last full year of the program.

Throughout the course of the project, as per an initial agreement between the Perpich Center and MPS, a coordinator for Artful Teaching & Learning (Mary Jo Thompson) has been employed at .8 FTE to manage the program. In order to facilitate collaboration with other ongoing Perpich Center professional development efforts, the Center has, each year, supplied an amount equal to .2 of the coordinator's salary. This request would supply that amount for the 3<sup>rd</sup> and final year of the project.

The Program

Artful Teaching & Learning's purpose is to continue developing the model of school reform pioneered by several collaborative programs, including Arts for Academic Achievement in Minneapolis, Partners: Arts and Schools for Students (PASS), and Minnesota Arts and Schools As Partners (ASAP). Five demonstration schools (3 in Minneapolis, 2 in greater Minnesota) have been working to become whole-school exemplars of school reform using the Artful Teaching & Learning model. In addition, a major effort to disseminate the learnings from this process is underway, and is already effecting change in the ASAP program and other statewide initiatives.

Budget

Total amount is \$16,676, which equals .2 of the program coordinator's salary with Minneapolis Public Schools, as per our agreement.

No state funds are used for this contract. Funding is from the McKnight Foundation's funds provided for the Minnesota Arts Education Network.

## **Arts High School Student Medication Policy**

In order to protect the health and safety of all Arts High School students, student use, handling and storage of prescribed and over the counter medications must comply with all aspects of this policy and the accompanying procedures.

A Physician's Order is required for all prescription medications brought on to the Arts High School Campus. All medications, both prescribed and over the counter, must be checked in with the school nurse and no medication may be carried or taken in the classroom or stored in dormitory rooms without explicit written authorization from the nurse. Some students (with asthma or allergy for example) may be directed to keep medication with them at all times.

The administration will prepare and disseminate the rules and procedures necessary to implement this policy and insure the safety of students.

Misuse of medications or other failure to comply with the Medication Policy and procedures will be considered a violation of the Chemical Use Policy.

## PERPICH CENTER FOR ARTS EDUCATION

### MEDICATION PROCEDURES

1. *All medications brought on campus must be checked in with the School Nurse.* Medication Authorization Forms for all over-the counter medications and/or a Physician's Order for prescription medications brought on campus must be received and approved by the School Nurse before resident students move in the dorm or commuter students attend classes.
2. A physician or nurse practitioner must complete the Physician Order Form if student is taking any prescription medication while on the Arts High School campus.
3. All medications must be reviewed with the School Nurse before student moves in the dorm (residents) or attends classes (commuters). Please pack medications separately, as the School Nurse will request all medications to be turned in upon check in.
4. Prescription medications, such as narcotics/analgesics, stimulants, depressants, antidepressants, and antitussives (with codeine), will be stored in the nurse office at all times and dispersed to students as prescribed. A 14-day supply of most medications checked in will be dispersed to students at the nurse's discretion. Students must see the nurse or designated staff when medications are needed.
5. Prescription medications, such as antibiotics, antihistamines, birth control pills, nasal/asthma inhalers, creams/lotions, eye/ear drops, etc. may be permitted in student rooms at the nurse's discretion (see below for specifics).
  - A) Medication to be taken at any time while on the Arts High School campus must be checked in with the School Nurse.
  - B) A Medication Administration Log will be kept for each medication retained in the Nurse office.
  - C) Students and parents will be notified when a replenishment of medications is needed.
  - D) All medications brought to the Arts High School campus at any time during the school year must be checked in with the School Nurse at that time, before it is taken to the student room or to a classroom. (For example, a prescription refill or any new medication would be checked in once back on campus.)
  - E) *Asthmatic students are required to keep their inhaler with them at all times while on campus. Students with certain allergies that may require use of an Epipen are required to keep an Epipen with them at all times also. 911 will likely be called if student has an allergy or asthma attack and does not have the respective Epipen or inhaler readily available. Although inhalers and Epipens are allowed at the AHS and on most school campuses, medications for asthma or severe allergies must also be checked in with the nurse. An extra inhaler or asthma medications and Epipen may be kept in nurse office for back up.*
6. If the student's prescription medication has been changed or discontinued, the parent or student must contact the School Nurse. Parent/Guardian confirmation is required on all medication changes.
7. The ultimate decision for self-administration of any medication, prescription or over-the-counter while on the Arts High School campus, is at the School Nurse's discretion.
8. All prescription medications must be brought to the School Nurse in the original pharmacy container. If a prescription is to be taken both during the school week while on campus and on the weekends at home, please direct pharmacist to supply the medication in two separately correctly labeled containers (keep one container at home and one with the School Nurse). All over-the-counter medications brought to campus must also be kept in the original container at all times.
9. Student compliance with the Medication Procedures will be monitored. Misuse of medications or non-compliance with the medication may be considered a violation of the Chemical Use Policy.

Approved: 06/18/03

## Changes to Student Handbook Policies

DATE: June 9, 2003

Here are proposed wording changes for the Student Handbook. Please present to the Board of Directors at their June meeting whatever you feel needs to be reviewed by them.

- In order to be in compliance with Title II of the Americans with Disabilities Act, the following statement will be added at the beginning of the student handbook.

**"This document is available in alternative formats to individuals with disabilities by calling 763-591-4700, 800-657-3515, or through the MN Relay Service at 711."**

- Page 19: Under "Cafeteria Services/Food & Beverages", the following will be added to the 4<sup>th</sup> paragraph:

**"Food which is brought into the school building must be eaten in the cafeteria or at the tables by the vending machines to the east of the cafeteria. Food may not be eaten in other areas of the building."**

- Page 20: the second sentence in the first paragraph under "COMPUTER USE" will be changed to:

**"Students are encouraged to purchase CD-Rs or CD-RWs for personal back ups of their important computer work and for year-end back ups of their data. Several computers on campus have the capability of writing ("burning") CDs for this purpose. Inexpensive, recordable CDs are available at most computer and office supply stores."**

- Page 22: The following will be added before the "Fees" section:

### **"Email Accounts**

**All students will be assigned a personal email account. Email use greatly reduces the amount of paper exchanged and is the most cost-effective communication tool used between PCAE students, faculty and staff. The assigned PCAE email accounts may also be used for frequent communication with family and friends. Student emails will become the primary method for some campus communication (i.e. daily event notices, attendance tickets, other campus news). It is the student's responsibility to check their accounts frequently for important school information.**

**Individual email addresses for students will be assigned at the beginning of the school year.**

**PCAE accepts no responsibility for possible financial obligations incurred from students' email exchanges with businesses. Student email addresses will not be published in any manner other than for use by PCAE staff. "**

- Page 24 -- "Medications" -- See **Medication Policy** proposed under Consent Calendar.
- Page 25, following the "recycling section", a new section will be added entitled "Shoes":

**"In accordance with the Minnesota Department of Health regulations and for the students' safety, shoes must be worn in the school building, except in the dance studio and theater rehearsal areas as directed by the instructors of those areas."**

- Page 30 "Access to Student Records":

**We need to make sure that our wording is in accordance with the "No Child Left Behind Act of 2001" as it amended the Protection of Pupil Rights Amendment. We have the necessary information from the letter dated Feb. 7, 2003 from the US Dept. of Education (see attached).**

Approved: 06/18/03

- Page 31:

**Post-secondary enrollment options: David, has Bev Bryant approved language appropriate for students who live in the dorm?**

- Page 39: The following will be added following "Excessive Unexcused Tardiness":

**"Excused Tardies: When students receive 5 excused tardies to one class, the tardies will automatically be converted to one excused absence and the student and teacher will be notified."**

- Page 40: The following will be added under "Procedures":

**"When a student becomes ill at school, he/she must first get a student services pass from his/her teacher to be sent to the school nurse in the student services area."**

- Page 51: The following are the revised language to the "Chemical Use Policy"

#### **PHILOSOPHY**

Chemical use is detrimental to individuals and their development, the learning process, and to a school community, especially a residential school community. The Residence Hall and Arts High School administration will not assume responsibility or liability for students who make irresponsible decisions to use drugs or alcohol. Chemical use is also illegal. Therefore, since chemical use is a serious legal and health issue, the possession, use, and/or supplying of alcohol, other drugs and/or drug paraphernalia on campus or when returning to campus is prohibited under any circumstances. The Center's Health and Wellness Counselor is available to confidentially counsel and assist students who are interested in getting help before use becomes a disciplinary issue for the student.

#### **DEFINITIONS**

**Alcohol and/or other drugs:** any controlled or illicit mind/mood altering substance or uncontrolled substances misused; this includes but is not limited to alcohol of any kind, marijuana, speed, ecstasy, inhalants, LSD/acid, cocaine/crack, methamphetamines, PCP, mushrooms, Datura, weight loss pills, Ephedra, (or derivatives of these listed) and various herbal pills or remedies not checked in with the School Nurse.

#### **Medication**

Per the Center's Medication Policy, the following may also be defined as a violation of the Chemical Use Policy: failure to check in prescription or over the counter (OTC) medications with the School Nurse; exceeding recommended dosages of prescription or OTC medications; use of other people's OTC medications or prescription drugs; or providing prescription or OTC medications to others.

**Paraphernalia:** tools associated with the preparation, storage, transfer or use of drugs and/or alcohol. This includes but is not limited to beverage containers, papers, bongs, pipes, syringes, bags, clips, burners, screens, rolling papers.

**Use:** ingesting, smoking, injecting or otherwise taking into the body any of the substances considered to be alcohol and/or other drugs on campus, or at off-campus school/residence hall-related events and activities, or anytime while under the school or residence hall care. "Use" includes returning to campus after having used alcohol or other drugs or intending to return to campus after having used (for example, if not signed out for the day from school or overnight from the dorm). Any trace of alcohol or other drugs detected in a urinalysis would indicate returning to campus after using and constitute a violation of this policy.

**Possession:** holding alcohol, drugs and/or paraphernalia on one's person (ex. pockets), belongings (ex. vehicles, books, purse, book bag), or in Arts High School property (ex. residence hall rooms, lockers). This includes storing producing or cultivating a drug.

**Supplying:** any involvement in the exchange, sale, and/or transfer of drugs, alcohol and/or paraphernalia.

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### SEARCHES

See "Searches" in the School Policies section of this handbook for school policy regarding searches of property and person.

### PROVISIONS FOR RESIDENT STUDENTS

The Residence Hall staff can not assume responsibility for students who make decisions that jeopardize the safety of themselves or the community. Violation of the Chemical Use Policy may result in cancellation of the student's Residence Hall Contract. Resident students with a history of drug use or who have been in treatment may be required to agree to a No Use Contract before moving into the residence hall. The purpose of the No Use Contract is to support students in their commitment to stay drug free while living away from home. This contract may include meetings with staff or other resource people, counseling, or referral to student support groups depending on student's specific issues and concerns.

### VIOLATIONS AND CONSEQUENCES

If the Arts High School determines the quantity and nature of the alcohol, or other drugs and/or paraphernalia being used, possessed and/or supplied at any time presents a substantial danger to the Arts High School community, school expulsion procedures and/or cancellation of the Residence Hall Contract may be implemented.

When staff determines a student is in possession of or under the influence of drugs or alcohol, the student may be offered a chemical test to disprove that determination and/or a search will be conducted. Students are given the option to contact parent/guardian before the test is administered or they may wait to call after the test result is available. If a student does not admit to use and refuses to provide a urinalysis to disprove use, the student will be considered to be in violation of the Chemical Use policy. When a student admits or is determined by staff to be under the influence, Student Services personnel will notify the student's parent/guardian and require them to remove their student from campus immediately. If the parent/guardian is unable or unwilling to remove their student from campus, 911 will be called to transport the student to the hospital for medical evaluation or to police custody.

Students (residents and commuters) who receive a positive result from a drug or alcohol screen (i.e., DWI) performed by the police or a licensed facility while off campus at any time may be required to enter into a No Use Contract with criteria based on individual circumstances.

For each violation, there are recommended consequences, which are detailed below. Depending on the nature and degree of the offense and the number of prior offenses, any one or combination of the list of consequences found in the "Other Actions" section may also be assigned by the Arts High School Administration. The "Recommended Consequences" listed below are presented as guidelines for staff and students and are not intended to be all-inclusive. Consequences may carry into the next school year.

#### Recommended Consequences

##### FIRST VIOLATION:

1. Possible Dorm Contract Cancellation (residents)
2. Restricted campus access after school hours (commuters)
3. Up to 3 day school suspension.
4. Search of person and property (confiscation if applicable).
5. Restricted or revoked car privileges.
6. Police notification.
7. Education time with Health and Wellness Counselor.
- Other actions as listed

#### Other possible actions taken

- Parent Conference.
- Participation in licensed drug education program.
- No Use Contract.
- Chemical testing at family expense.
- Assessment at licensed treatment facility paid by family and follow through of assessor's recommendations.
- Campus restrictions (weekday and weekends) during and after student's tenure.
- Confiscated items given to police.
- Barring from school/residence hall sponsored activities, performances and ceremonies.
- Restitution if costs incurred.

SECOND VIOLATION: In addition to consequences and actions listed for a first violation:

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3. longer school suspension (up to 5 days)
4. car privilege is permanently revoked.
SUBSEQUENT VIOLATIONS: Consequences determined from Other Actions menu based on circumstances up to and including school suspension, exclusion or expulsion.

#### END OF YEAR DISCIPLINE

During the last week of school, Chemical Use Policy violations will result in barring from graduation festivities and ceremonies in addition to other appropriate disciplinary actions.

- Page 54: Under the "ACCEPTABLE USE" list.

Number 7 will be removed completely and number 6 will be changed to:

**"Download appropriate information from the Internet to personal network folders provided by the school."**

- Page 55: The following will be added after the first paragraph ("consequences for unacceptable use"):

**"In the interest of preventing internet access to materials that, taken as a whole, lack serious artistic and educational value, filtering software is now in use on all computers with access to the internet. This software blocks or filters access to internet content that may reasonably be considered harmful to minors and/or is illegal as defined by state and federal law."**

- Page 56: The following will be added in the second paragraph following "Smoking is not allowed anywhere on our campus."

**"The bus shelter is within the boundaries of our campus so smoking is not allowed in it."**

## MEMORANDUM

**To:** David Flannery  
Executive Director

**From:** Micheal Hiatt, Director  
Professional Development Institute

**Subject:** Professional Development Institute Grant Request

**Applicant(s):** Arts Courses for Educators (ACE) ~ Theater  
School Grants 2003-2004

**cc:** Pam Paulson  
Deputy Executive Director

### Request for Board Approval

We request approval of grants for schools participating in the upcoming second year of the Arts Courses for Educators (ACE) ~ Theater program. All the school teams successfully completed the first year of the program and plan to continue with the second year of this two-year program.

### Program Description

ACE~Theater provides professional development in theater education for teams of teachers from Minnesota public schools. Over the course of two school years, K-12 teachers attend theater education workshops at the Perpich Center and receive school-site consulting from ACE Instructors and Center staff.

During the 2002-03 year:

- Twenty teachers attended 4 workshops held at the Perpich Center
- ACE Instructors provided over 25 site visits to five school districts located throughout Minnesota
- Over 550 students participated in 3 - 4 theater lessons co-presented by their teacher and the ACE~Theater Instructor during site visits
- Teachers began to successfully incorporate theater into their own curriculum and classrooms.

### Purpose of the Grants

The grants provide reimbursement to the school for substitute teacher costs incurred during workshop or planning days, and summer workshop stipends of \$50 per day. Travel expenses for schools from greater Minnesota are also provided through the grant.

We recommend that the Board approve the following requests for the second year of the ACE~Theater renewal grants.

### **BUDGET**

Professional Development Institute Grant Request                      FY04  
(Breakdown as follows)

### **ACE~Theater Program**

Cong. District	School	# of Teachers on Team	Proposed Funding FY04
1	Albert Lea School District Albert Lea	4	\$3995
4	Dayton's Bluff Elementary St. Paul	4	\$2352
5	Powderhorn Community School Minneapolis	4	\$2816
7*	Morris School District Morris	4	\$4245
7	J. A. Hughes Elementary Red Lake Falls	4	\$4599

**TOTAL REQUEST:                      \$18,007**

\* Morris was in Congressional District #6 at time of initial funding

## RESOLUTION

Recommend that the Board of the Perpich Center for Arts Education award second-year ACE~Theater Program Grants to the schools listed below in the amounts specific for Fiscal Year 2004.

<u>School</u>	<u>Proposed Funding</u>
Albert Lea School District, Albert Lea	\$3995
Dayton's Bluff Elementary, St. Paul	\$2352
Powderhorn Community School, Minneapolis	\$2816
Morris School District, Morris	\$4245
J. A. Hughes Elementary, Red Lake Falls	\$4599
<b>TOTAL REQUEST:</b>	<b>\$18,007</b>

\* Morris was in Congressional District #6 at time of initial funding

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2002

Signed: \_\_\_\_\_, Chair

## MEMORANDUM

TO: David Flannery  
Interim Executive Director

FROM: Michael Hiatt, PDI Director  
Dave Beaman, Visual/Media Arts Education Specialist

DATE: June 2, 2003

SUBJECT: Request for Board Approval of Contract

Agreement Details: \$6,500.00 (\$1,200.00/Revenue, \$5,300.00/Media Arts)  
July 15, 2003-June 30, 2004  
Usry Alleyne  
Instructor, Art and Technology for Educators Summer Workshop  
Artist/Instructor, ACE~Media Arts Program (ACE~MA)

Description

Contract for up to \$6,500.00 for planning and training for the 2003 Art and Technology for Educators Summer Workshop and 2003-04 ACE~Media Arts Program.

Usry Alleyne, Media Artist, has worked with the ACE~Media Arts Program from its early stages. He has been asked to be the instructor for the Art and Technology Digital Still Photography Workshop to be held at the Perpich Center in July 2003. Mr. Alleyne has a wide range of experiences in working with students, teachers, artists, and tech staff. He is able to offer technical support on a variety of levels. He has previous involvement and understanding of the ACE~Media Arts Program and has an ability to work with teachers at all skill levels. Mr. Alleyne has exemplary skills and capabilities to assess needs and determine assets of schools participating in the ACE~Media Arts program.

The Program

This contract is to include a total of up to 25 planning and contact days through June 30, 2004. A breakdown of this contract includes:

- 1 planning day and 4 workshop days for Art and Technology for Educators Summer Workshop to be held in July 2003
- 6 ACE~MA program contact days for 2003-04, including:
- Up to 6 days for site visits to ACE Media Arts Program schools, working with teachers and students, providing training and assistance in the development of a Media Arts program for participating schools. This is to include:
  - assistance in the development of curriculum, including lesson plans, units and other standards-based materials
  - training of teachers and students in the use and application of Media Arts based on individual school needs
- Up to a total of 8 planning days for ACE Media workshops, developing program, handouts, and preparation for site visits

Budget

Planning days: Up to 8 days @ \$200.00 per day..... total \$ 1800.00  
 Contact Days: Up to 16 days @ \$250.00 per day.....total \$ 4000.00  
 Expense reimbursement to cover mileage @ \$.345/mile, lodging up to \$60./night, meals up to \$31./day (breakfast @ \$7.00, lunch @ \$9.00, dinner @ \$15.00). Expenses not to exceed \$900.00.  
 Total Contract: \$6500.00

# **PERPICH CENTER ARTS EDUCATION**

Arts High School • Professional Development • Research

6125 Olson Memorial Hwy., Golden Valley, MN 55422

## **Executive Committee Meeting Minutes**

### **Date & Time:**

**June 18, 2003, at 1:00 p.m.**

### **Located At:**

**PCAE, Executive Conference Room**

**1. Call Meeting to Order**

Committee chair Sonja Peterson called the meeting to order at 1:10 p.m.

**2. Roll Call**

**Committee Member present:** Bob Brandt, Renee Jenson, Sonja Peterson, Mary Frances Skala

**Committee Member absent:** Marjorie Savage

**Others:** David Flannery, Kou Vang, Beverly Bryant, Attorney General's Office (part of the time)

**3. Approval of 05/21/03 Meeting Minutes**

Committee member Renee Jenson moved to approve the May 21 meeting minutes. Committee Bob Brandt seconded the motion. The vote was unanimous.

**4. The Lawsuit ~~(If our attorney is available, this will be a closed meeting.)~~**

Committee chair Sonja Peterson closed the meeting at 1:30 p.m. to discuss the lawsuit with Beverly Bryant, a representative from the Attorney General's Office. After some discussion, the committee invited Gary Cunningham (attorney handling the case) to update board members on the suit. A special closed meeting will be recommended to the full board.

**5. Other - None discussed.**

**6. Meeting Adjourned**

Committee chair Sonja Peterson adjourned the meeting at 2 p.m.

# PERPICH CENTER ARTS EDUCATION

Arts High School • Professional Development • Research

6125 Olson Memorial Hwy., Golden Valley, MN 55422

## Finance Committee Meeting Minutes

### Date & Time:

June 18, 2003, at 2:00 p.m.

### Located At:

PCAE, Executive Conference Room

#### 1. Call Meeting to Order

Committee chair Renee Jenson called the meeting to order at 2:05 p.m.

#### 2. Roll Call

**Committee Members present:** Renee Jenson, Penny Johnson, Mary Frances Skala

**Committee Members absent:** Patricia Anderson, Dan Reigstad

**Others:** Tina Anderson-Richards, Bob Brandt, Elmore James, Michael Hiatt, Byron Richards, David Flannery, Kou Vang

#### 3. Approval of 04/16/03 Meeting Minutes, attached as 3.1-2

Recommend the finance committee approve the April 16 committee meeting minutes.

Committee chair Renee Jenson moved to approve the April 16 meeting minutes. Committee member Penny Johnson seconded the motion. The vote was unanimous.

#### 4. Fiscal Year 2004 Perpich Center Operating Budget, attached as 4.1

*Recommend the committee approve the FY04 operating budget with the revenue of \$6,864,000 from the state's general fund and expenditures of \$6,864,000.*

*Recommend the committee approve the estimated budget of \$2,740,000 for the following revenue funds:*

\$ 650,000	Miscellaneous Special Revenue Fund
\$ 10,000	Federal Fund
\$ 130,000	Miscellaneous Agency Fund
<u>\$1,950,000</u>	Gift Fund
<b>\$2,740,000</b>	<b>TOTAL</b>

Committee member Penny Johnson moved to endorse both the proposed budgets for FY04. Committee member Mary Frances Skala seconded the motion. The vote was unanimous.

#### 5. Approval and Consideration of Grants/Contracts

Memos that explain the grants are attached. Mike Hiatt, PDI Director was present to discuss these grants and answer questions.

##### a. Inter-Agency Agreement for \$16,676, attached as 5a.1

*Recommend the finance committee endorse the Inter-Agency Agreement between the Perpich Center for Arts Education and the Minneapolis Public Schools for \$16,676 and propose to the full board for approval.*

Committee member Penny Johnson moved to endorse the Inter-Agency Agreement between the Perpich Center for Arts Education and the Minneapolis Public Schools for \$16,676. Committee member Mary Frances Skala seconded the motion. The vote was unanimous.

- b. Arts Courses for Educators (ACE) ~ Theater Program, Renewal School Grants 2003/04, attached as 5b.1-3

*Recommend the finance committee endorse the Arts Education award second-year ACE~Theater Program Grants to the schools listed below for \$18,007 and propose to the full board for approval.*

Albert Lea School District, Albert Lea	\$3995
Dayton's Bluff Elementary, St. Paul	\$2352
Powderhorn Community School, Minneapolis	\$2816
Morris School District, Morris	\$4245
J. A. Hughes Elementary, Red Lake Falls	\$4599

***TOTAL REQUEST: \$18,007***

Committee member Penny Johnson moved to endorse the Arts Education award second-year ACE~Theater Program Grants to the schools listed above for \$18,007. Committee member Mary Frances Skala seconded the motion. The vote was unanimous.

- c. Planning and Training Contract for \$6,500 for the 2003 Art & Technology for Educators Summer Workshop and 2003/04 ACE~Media Arts Program, attached as 5c.1

*Recommend the finance committee endorse a contract for up to \$6,500 for planning and training for the 2003 Art and Technology for Educators Summer Workshop and 2003/04 ACE~Media Arts Program and propose to the full board for approval.*

Committee member Mary Frances Skala moved to endorse a contract for up to \$6,500 for planning and training for the 2003 Art and Technology for Educators Summer Workshop and 2003/04 ACE~Media Arts Program. Committee member Penny Johnson seconded the motion. The vote was unanimous.

6. Alternative Revenue Resources

- a. Proposal from Thomas Triplett, attached as 6a.1-3

Mr. Thomas Triplett submitted a proposal to work with the center to identify and evaluate alternative revenue resources.

David Flannery explained reasons why the center need to research alternative revenues. He informed the board that Mr. Triplett had worked with Barbara Martin in the past and had also submitted a proposal a year ago to do the same work but at that time, it was not appropriate due to situations at the legislature. For \$5,000, Mr. Triplett is proposing to do an analysis of the center's financial situation to identify and evaluate alternative revenue resources. This was for the committee and the board's information only as the contract will be under \$5,000 and it will not need the board's approval.

7. Other - None discussed.

8. Meeting Adjourned

Committee chair Renee Jenson adjourned the meeting at 2:30 p.m.

**PERPICH CENTER  
ARTS EDUCATION**

Arts High School • Professional Development • Research

6125 Olson Memorial Hwy., Golden Valley, MN 55422

**Special Closed Meeting of the Board Meeting Notes**

**Date & Time:**

**June 25, 2003, at 2 p.m.**

**Located At:**

**PCAE, Visitors Center**

**Agenda: Lawsuit**

**Board Members present:** Alex Boies, Bob Brandt, Sonja Peterson, Renee Jenson

**Board Members absent:** Patty Anderson, Tina Anderson-Richards, Penny Johnson, Mohammed Lawal, Jane McWilliams, Dan Reigstad, Marjorie Savage, Mary Frances Skala, Robert Tracy

**Others:** David Flannery, Kou Vang, Pam Paulson, Gary Cunningham (AG Office), Kristen Anderson (AG Office)

There were not enough board members present for a quorum. The meeting was convened at 2:15 p.m. Board members and administrators discussed aspects of the suit. A mediation session has been set for July 22, 2003. Board chair Sonja Peterson and David Flannery, Interim Executive Director, will attend along with our counsel, Gary Cunningham. If this team agrees to a settlement, a special meeting of the board will be called in early August to consider the agreement. The meeting was adjourned at 2:50 p.m.