



Perpich Center for Arts Education
Arts High School • Professional Development • Research • Library

6125 Olson Memorial Highway
Golden Valley, MN 55422

Full Board Meeting Agenda

Time and Date: August 11, 2005

3 p.m.

Location:

Perpich Center for Arts Education, Visitors Center

I. Call Meeting to Order

II. Roll Call

III. Agenda Approval

Recommend the board approve this meeting's agenda.

IV. Consideration and Approval of Minutes

Recommend the board approve the June 9, 2005, meeting minutes. The minutes are included on M1-3.

V. Reports

a. Committee Reports

1. Executive Committee – Bob Brandt
2. Finance Committee – Penny Johnson
3. Personnel Committee – Sonja Peterson
4. Board Development Committee – Jane McWilliams
5. Programs Committee – Kat Knudson
6. PCAE Foundation – Roberta Jones

b. Executive Director's Report – Nathan Davis

c. Deputy Director's Report – Pam Paulson

d. Finance/Operation Director's Report – Rene Ellis

VI. Consent Calendar

VII. Old Business

VIII. New Business

a. FY 2006 and 2007 budget

Recommend board approval. (NB01)

b. Renewal of grants (NB02)

c. Introduce Howard Wilson and announce Board reappointments. (NB03)

Howard Wilson, of Northfield, currently serves as the principal of the Four Seasons A+ Elementary, a public school in St. Paul. He has been employed as an administrator for St. Paul Public Schools since 1997. Wilson began his education career as a music, English and theatre arts teacher in Brisbane, Australia. He is a resident of the 2nd Congressional District and is appointed to a four-year term which ends January 5, 2009. Wilson is appointed to the Board seat formerly held by Jane McWilliams.

e. Board Retreat on September 8th. (NB04)

The Board Development Committee confirmed the September 8 retreat from Noon to 6:00 p.m. with Board Governance as the single topic. Retreat facilitator Stacy Sjogren ("Show-gren") has 18 years of staff and volunteer management experience in human service and higher education settings as well as professional experience in marketing, public relations and fundraising. She has also served on governing boards and supported the efforts of governing boards as a staff member.

Sjogren is one of only 300 people world-wide to have been personally trained by John and Miriam Carver at the Policy Governance Academy. Dr. Carver is credited as the creator of this approach to governance that is changing the dynamics and improving the effectiveness of governing boards around the world. Sjogren is a member of the International Policy Governance Association and a frequent writer and speaker on the subject of governance.

IX. Personnel

X. Information and Decisions (I-1)

XI. Open Forum at 4 p.m.

XII. Meeting Adjourned



Perpich Center for Arts Education
Arts High School • Professional Development • Research • Library

6125 Olson Memorial Highway
Golden Valley, MN 55422

Full Board Meeting Minutes

Date & Time: August 11, 2005, at 3:00 p.m.

Location: PCAE, Visitors Center

I. Call Meeting to Order

Chair Bob Brandt called the meeting to order at 3:05 p.m.

II. Roll Call

Board members present: Bob Brandt, Sonja Peterson, Virginia Katz, Chris Wilson, Penny Johnson, Kaimay Yuen-Terry, Roberta Jones, Dan Reigstad, Howard Wilson

Board members absent: MaryAnne Wilimek, Kat Knudson, Jane McWilliams, John Davis

Others: Nathan Davis, Albert Katz, Jaddie Edwards, Rene Ellis, Rie Gilsdorf, Pam Paulson, Rusty King, Tom Carlson, Mary Pietruszewski, Michael Hiatt, Byron Richards, Michael Kelly, Sue Mackert (not all stayed for entire meeting).

III. Agenda Approval

Recommend the board approve this meeting's agenda.

Board member Bob Brandt moved to approve the agenda. Board member Virginia Katz seconded the motion. The vote to approve was unanimous.

IV. Consideration and Approval of Minutes

a. June 9, 2005 Meeting Minutes, attached as M1-4

Recommend the board approve the June 9, 2005, meeting minutes.

Board member Penny Johnson moved to approve the June 9, 2005, meeting minutes. Board member Sonja Peterson seconded the motion. The vote to approve the minutes was unanimous.

V. Reports

a. Chair's Report – Bob Brandt

Board chair Bob Brandt reported on the Performance Review and Exit Interview the Personnel Committee conducted with David Flannery. The Performance Review consisted of a self-evaluation from David and input from the full Board. There was time for the board and David to brainstorm goal areas. There was no goal setting with David. A separate orientation will be scheduled for Nathan to set goals for the Executive Director. David's performance was rated high by Personnel Committee members, and the complete performance review was forwarded to Human Resources.

b. Committee Reports

1. Executive Committee – Bob Brandt (no meeting)

2. Finance Committee – Penny Johnson

Michael Hiatt and staff described and discussed the request for proposals for the pARTner School grants, QTN Project Support position, Research and Development Project Coaching Facilitator, and Research and Development Project Consultant arts programs. The total expenditure for the programs will come to approximately \$80,500. No quorum present, grants were approved.

3. **Personnel Committee – Sonja Peterson – (no meeting)**
4. **Board Development Committee – Jane McWilliams (no meeting)**
5. **Programs Committee – Kat Knudson (no meeting)**
6. **PCAE Foundation Report – Roberta Jones**
 - The Foundation is committed to supporting the Perpich Center for Arts Education in anyway it can through the budget cuts. They are committed to raising funds, recruiting volunteers, generating support, and will continue to work with the PCAE Board. Sue Mackert introduced Michael Kelly, the new Parent Advisory leader.

c. **Executive Director's Report**

- Nathan Davis reported on the status of the Center's appropriation at the legislature.

VI. Consent Calendar

VII. Old Business

a. **The 2005/2006 Operating Budget**

- David began by reviewing a chart of how much would be cut and where the cuts would be made for each major area of the Center.
- Presentations on the budget were made by David Flannery, Pam Paulson, Rie Gilsdorf, and Mike Hiatt. The Board heard from the following staff, parents and students: Barbara Morin, Mary Hardin, Craig Farmer, Lauren Roach, Jennifer Roach, Jennifer Brandt, and Tom Kanthak.
- After a discussion on the budget by Board members, Board member Virginia Katz moved to recommend that the Board approved the budget, and Board member Roberts Jones seconded the motion. Bob Brandt, Virginia Katz, Kaimay Yuen-Terry, MaryAnne Wilimek, Penny Johnson, Roberta Jones, Dan Reigstad voted yes, and Chris Wilson and Kat Knudson voted no to approve the budget.

VIII. New Business

a. **ACE (Arts Courses for Educators) Dance Program--Second Year**

Recommend the Board award the grants to the following schools and districts for the 2005/2006 School Year and in the amounts also listed.

Congressional Dist.	School	Proposed Funding
2	Northfield District Team: Northfield	\$3,485
3	Birch Grove Elementary School: Brooklyn Park	\$3,480
4	St. Paul District Team: Dayton's Bluff Elementary & Adams Spanish Immersion School	\$2,920
7	Morris Area Schools District Team: Morris	\$4,340
7	Central Collaborative School: Bemidji	\$5,290

b. **ASAP (Arts and Schools as Partners) Grants--New Schools**

Recommend the Board award \$5,500 to each of the following schools for the 2005/2006 School Year.

Congressional Dist.	School	Proposed Funding
7	Bemidji Middle School	\$5,500
5	Interdistrict Downtown School	\$5,500
7	Lakeview School, Cottonwood, MN	\$5,500
4	Guadalupe Alternative Programs: St. Paul, MN	\$5,500
5	Valley View Elementary, Columbia Heights School	\$5,500

Board member Penny Johnson moved to recommend that the board approve, and board member Virginia Katz seconded the motion. The vote to approve was unanimous.

IX. Personnel

Heather Marie Voss withdrew as a candidate for the position of mathematics teacher at the Arts High School. Her ability to remain in her current position caused her to decline the position that was offered. The search for a Mathematics teacher continues.

X. Information and Decisions

a. May Financial Reports.

XI. Open Forum at 4 p.m.

XII. Meeting Adjourn

Board chair Bob Brandt adjourned the meeting at 5:05 p.m.

Information and Decisions

a. Staff position changes

Resigned -

Pat Akerman
Mark Bellomy
Jenny Zanner
Nawojka Lesinski

New Hires -

Christina Colvin (Math Teacher)
Sun Yung Shin (English teacher)

Retirement

Jerry Allen

Realignment

Mark Bellomy maintenance position will become a maintenance/security position.

Reassignment

Colleen Brennan graphic design to teaching
Human Resources position from full to part time

**PERPICH CENTER
ARTS EDUCATION**

Arts High School • Professional Development • Research

6125 Olson Memorial Hwy., Golden Valley, MN 55422

Annual Board Retreat Meeting

September 8, 2005

Location:

Perpich Center for Arts Education
Glass Box, GAIA

Agenda

**12:00 – 1:00 p.m. Lunch and Board
Business**

1. Waiver required for Pledge of Allegiance
2. Grant
3. October Out State Board Meeting
4. Other

1:00 – 6:00 p.m.

**Board Retreat program:
Policy Governance**

1. Board Governance – Stacy Sjogren

Stacy Sjogren - Out of the Woods Consulting
2010 7th Street North Sartell, MN 56377
320.654.0416 www.stacysjogren.com

Session Objectives:

- ◆ Understand the challenges presented by existing governance practices.
- ◆ Understand the distinct philosophies and values upon which Dr. Carver built Policy Governance.
- ◆ Understand the logic behind Policy Governance.
- ◆ Understand the mechanics of Policy Governance.
- ◆ Understand the recommended implementation process.
- ◆ Review additional resources.

Session Agenda:

- ◆ Welcome, introductions & logistics
- ◆ Challenges with typical approach to governance - Power Point
- ◆ Why bother with boards?
- ◆ Building Policy Governance footings
- ◆ Seven fundamental assumptions of governance
- ◆ Ownership
- ◆ "One Voice"
- ◆ Crafting policies and the Ends/Mean distinction
- ◆ Four policy quadrants:
 - Ends
 - Executive Limitations

- Governance
- Board-Executive Linkage

- ◆ Monitoring Process
- ◆ Board Structure
- ◆ Implementing Policy Governance
- ◆ Q/A
- ◆ Additional resources
- ◆ Wrap up and feedback form



Perpich Center for Arts Education
Arts High School • Professional Development • Research • Library

6125 Olson Memorial Highway
Golden Valley, MN 55422

Full Board Meeting Minutes

Date & Time: September 8, 2005, at 12:00 p.m.

Lunch/Business Meeting 12:00 p.m. – 1:00 p.m.

Board Governance Training 1:00 – 6:00 p.m.

Location: Glass Box - GAIA

I. Call Meeting to Order

Chair Bob Brandt called the meeting to order at 12:05 p.m.

II. Roll Call

Board members present: Bob Brandt, Sonja Peterson, Virginia Katz, Chris Wilson, Penny Johnson, Kaimay Yuen-Terry, Roberta Jones, Howard Wilson, MaryAnne Wilimek, Kat Knudson, Jane McWilliams, John Davis

Board members absent: Dan Reigstad

Others: Nathan Davis, Albert Katz, Jaddie Edwards, Rene Ellis, Rie Gilsdorf, Pam Paulson, Rusty King, Michael Hiatt, Byron Richards, Stacy Sjogren (not all stayed for entire meeting).

III. Waiver Required for Pledge of Allegiance

Rie Gilsdorf, Arts High School Director, presented ideas on whether or not to have the Pledge of Allegiance mandatory for Perpich student. After much discussion, a motion was made to leave the Pledge of Allegiance none mandatory for students.

Board member Jane McWilliams motioned to not have the Pledge of Allegiance approved as a mandatory requirement. Board member John Davis seconded the motion. The vote was 9 against mandatory requirement, and 2 favored.

IV. Grant

Michael Hiatt and staff described and discussed the request for acceptance of US Department of Education grant funds in support of the Quality Teaching in the Arts: The Minnesota Arts Education Network 2005-06 funds available: \$290,813, grant were approved.

Board member Sonja Peterson moved to recommend that the board approve, and board member Chris Wilson seconded the motion. The vote to approve was unanimous.

V. October Out State Board Meeting

Pam Paulson will coordinate the agenda for the October 13, 2005, Out State Board Meeting. The board meeting in will held at the Paramount Theater in St. Cloud, MN. Chris Wilson will coordinate sending out invitations to the area legislators.

VI. Stacy Sjogren, Out of the Woods Consulting, facilitated an Introduction Policy Governance for the board.

Session Objectives:

- ◆ Understand the challenges presented by existing governance practices.
- ◆ Understand the distinct philosophies and values upon which Dr. Carver built Policy Governance.
- ◆ Understand the logic behind Policy Governance.
- ◆ Understand the mechanics of Policy Governance.
- ◆ Understand the recommended implementation process.
- ◆ Review additional resources

Stacy Sjogren begins the training by discussing the board strengths, outputs and group dynamics. Sjogren suggested that if the Carver Method is adopted the board should take a look at time management; how much time does each board member spend on board work; policy; ownership; and taking another look at

the Bylaws. After much interactive discussion with Ms. Sjogren, the board did not take action to accept the Carver Method.

VII. Meeting Adjourn

Board chair Bob Brandt adjourned the meeting at 6:05 p.m.



Perpich Center for Arts Education
Arts High School • Professional Development • Research • Library
6125 Olson Memorial Highway
Golden Valley, MN 55422

Full Board Meeting Agenda

Date & Time: October 13, 2005 1:00-4:00 p.m.

Location: Paramount Theater
St. Cloud, MN

I. Call Meeting to Order

II. Roll Call

III. Agenda Approval

Recommend the board approve this meeting agenda.

IV. Consideration and Approval of Minutes

a. September 8, 2005, Meeting Minutes, attached as M1-__.

Recommend the board approve the September 8, 2005, meeting minutes.

V. Reports

a. Chair's Report – Bob Brandt

b. Committee Reports

1. Executive Committee – Bob Brandt
2. Finance Committee – Penny Johnson
3. Personnel Committee – Sonja Peterson
4. Board Development Committee –
5. Programs Committee – Kat Knudson

c. Executive Director's Report

d. Foundation Report – Roberta Jones

e. Other

VI. Old Business

a. Bonding Bill Request, attached as OB1-__

Rene Ellis will review the budget plan that was submitted to the Department of Finance September __, 2005.

VII. New Business

a. Representative _____, _____, _____

The Legislators will greet board members and share some information about the upcoming legislative session.

b. Report from our Partners in the St. Cloud Area and Surrounding Communities

A major reason for the board to meet away from the Perpich Center is the opportunity it provides the board to hear directly from our partners. What they're doing that makes a difference and how can we continue to support their work is important learning for us. Pam, Nathan, Chris Wilson are arranging presentations from our partners.

1. St. Cloud Teachers:
2. Other Public School teachers:

c. Superintendent _____ will welcome the board to the St. Cloud School District

d. Minnesota Department of Education Grant

Recommend that the Board approve the following resolution: Be it resolved on this day, October 13, 2005, that the Board of Directors of the Perpich Center for Arts Education accept a grant in the amount of \$45,000 from the Minnesota Department of Education to support the State Council Arts Quality Teaching Network for Fiscal year 2006.

VIII. Personnel

IX. Information and Decisions

X. Open Forum at 4 p.m.

XI. Meeting Adjourn

Perpich Center for Arts Education Outstate Board Meeting Agenda

**October 13, 2005
Paramount Theater, St. Cloud, MN**

- | | |
|---------------|--|
| 12:00 – 12:15 | Board Meeting <ul style="list-style-type: none">▪ Resolution – MN Department of Education Grant▪ ASAP Contractor Contracts |
| 12:15 – 12:45 | Lunch in "Studio C" |
| 12:45 – 1:00 | Welcome from Legislators |
| 1:00 – 1:30 | Zane Schaefer, Music Instructor at Annandale High School |
| 1:30 – 1:50 | Rana Nestrud, Arts Coordinator, Elk River Public Schools |
| 1:50 – 2:00 | Brief break, move to Theater Auditorium |
| 2:00 – 2:45 | Presentations by Arts High School Students <ul style="list-style-type: none">- Introduction by Rie Gilsdorf- Joe Lemien (St. Cloud) and Kelsey McGowan (Clearwater), Dance- Micah Mackert (St. Cloud), Literary Arts- Nancy Norwood presenting work by Media Arts students Kari Jo Skogquist (Elk River) and Conner Doyle (St. Cloud) |
| 2:45 – 3:15 | Parent Panel |
| 3:15 – 3:30 | Tour of Paramount Theater (<i>optional</i>) |



Perpich Center for Arts Education
Arts High School • Professional Development • Research • Library

6125 Olson Memorial Highway
Golden Valley, MN 55422

Out State Board Meeting Minutes

Date & Time: October 13, 2005, at 12:00 p.m.

Location: Paramount Theater, St. Cloud, MN

I. Call Meeting to Order

Chair Bob Brandt called the meeting to order at 12:25 p.m.

II. Roll Call

Board members present: Bob Brandt, Virginia Katz, Kat Knudson, Chris Wilson, MaryAnne Wilimek, Kaimay Yuen-Terry, Dan Reigstad, Sonja Peterson, Jane McWilliams

Board members absent: John Davis, Penny Johnson, Roberta Jones

Others: Nathan Davis, Albert Katz, Jaddie Edwards, Michael Hiatt, Pam Paulson, Rusty King, Nancy Norwood, Sue Mackert, Micah Mackert, Joe Lemien, Lesley Schumacker, Zane Schaefer, Rana Nestrud (not all stayed for entire meeting).

III. Resolution

Recommended and approved that the Board of the Perpich Center for Arts Education accept a grant in the amount of \$45,000 from the Minnesota Department of Education to support the State Council Arts Quality Teaching Network for fiscal year 2006.

Lesley Schumacker

Sue Mackert introduced Lesley Schumacker, former legislator from St. Cloud, who currently works for the Central MN Arts Board. Lesley became aware of PCAE through Sue. She shared some responses from students in the area that demonstrated how art stimulates them to express emotions. She thanked PCAE for its ongoing support for various programs to improve student learning through the arts.

Zane Schaefer, Music Instructor at Annandale High School

Pam introduced Zane Schaefer as the next presenter. Zane is the music instructor at Annandale High School. He was made aware of PCAE through the QTN program. He continues to use the skills learned from QTN groups to incorporate with his own methodology of teaching music to youth. He commended the quality of educators collaborating to research best practices for effective teaching and learning through the arts. He expressed great appreciation and thanked PCAE for making a program such as this available. He showed board members film clips of his students practicing their art in ensemble practice and composition creation involving a great deal of self-reflection on the part of the learner.

Rana Nestrud, Arts Coordinator, Elk River Public Schools

Pam introduced Rana Nestrud, Arts Coordinator, Elk River Public Schools. Rana thanked board members and Pam for inviting her to the meeting. She thanked PCAE for support over the years. She and the Elk River Public Schools are thankful to have PCAE as a support resource for their teacher/staff development. PCAE has made grant opportunities available to organize valuable programs in effective teaching and learning. Programs like the QTN helped teachers and education administrators to be involved in strategic inquiries, providing forward thinking and discussion to improving K-12 education.

Presentations by Arts High School Students

- Introduction by Nancy Norwood
- Joë Lemien (St. Cloud) and Kelsey McGowan (Clearwater), Dance
- Micah Mackert (St. Cloud), Literary Arts
- Nancy Norwood presented work by Media Arts students Kari Jo Skogquist (Elk River) and
- Conner Doyle (St. Cloud)

Parent Panel

Tour of Paramount Theater

IV. Meeting Adjourn

Board chair Bob Brandt adjourned the meeting at 3:25 p.m.



Perpich Center for Arts Education
Arts High School • Professional Development • Research • Library

6125 Olson Memorial Highway
Golden Valley, MN 55422

Full Board Meeting Agenda

Time and Date: November 10, 2005

3 p.m.

Location:

Perpich Center for Arts Education, Visitors Center

I. Call Meeting to Order

II. Roll Call

III. Agenda Approval

Recommend the board approve this meeting's agenda.

IV. Consideration and Approval of Minutes

Recommend the board approve the September 8, & October 13, 2005, meeting minutes. The minutes are included on M1-4.

V. Reports

a. Committee Reports

1. Executive Committee – Bob Brandt
2. Finance Committee – Penny Johnson
3. Personnel Committee – Sonja Peterson
4. Board Development Committee – Jane McWilliams
5. Programs Committee – Kat Knudson

b. Executive Director's Report – Nathan Davis

c. Deputy Director's Report – Pam Paulson

d. Educational Tours for Students – Rie Gilsdorf

VI. Consent Calendar

VII. Old Business

VIII. New Business

- a. Request for approval of evaluation contracting (NB01)
- b. Revised Capitol Bonding Bill Request (NB02)

IX. Personnel

Seth Mabbott – Graphic Designer
Sarah Moore – School Nurse (Temp)
Nancy Olson – ESL Teacher (Temp)
Nathan Duffy – Technology

X. Information and Decisions

XI. Open Forum at 4 p.m.

XII. Meeting Adjourned



Perpich Center for Arts Education
Arts High School • Professional Development • Research • Library

6125 Olson Memorial Highway
Golden Valley, MN 55422

Full Board Meeting Minutes

Date & Time: November 10, 2005, at 3:00 p.m.

Location: PCAE, Visitors Center

I. Call Meeting to Order

Chair Bob Brandt called the meeting to order at 3:05 p.m.

II. Roll Call

Board members present: Bob Brandt, Sonja Peterson, Virginia Katz, Chris Wilson, Kaimay Yuen-Terry, Howard Wilson, MaryAnne Wilimek, Kat Knudson, Jane McWilliams, John Davis

Board members absent: Penny Johnson, Roberta Jones, Dan Reigstad,

Others: Nathan Davis, Albert Katz, Jaddie Edwards, Rie Gilsdorf, Pam Paulson, Michael Hiatt, Sue Mackert

III. Agenda Approval

Recommend the board approve this meeting's agenda.

Board member Sonja Peterson moved to approve the agenda. Board member Kat Knudson seconded the motion. The vote to approve was unanimous.

IV. Consideration and Approval of Minutes

a. September 8, 2005, Meeting Minutes, attached as M1-4

Recommend the board approve the September 8, 2005, meeting minutes.

Board member Maryanne Wilimek moved to approve the September 8, 2005, meeting minutes.

Board member Sonja Peterson seconded the motion. The vote to approve the minutes was unanimous.

b. October 13, 2005 Meeting Minutes, attached as M1-4

Recommend the board approve the October 13, 2005, meeting minutes.

Board Member Sonja Peterson moved to have her attendance changed from present to absent. Jane McWilliams seconded. The vote to change the minutes was unanimous.

Board member John Davis moved to approve the October 13, 2005, meeting minutes. Board member Virginia Katz seconded the motion. The vote to approve the minutes was unanimous.

V. Reports

a. Chair's Report – Bob Brandt

Board chair Bob Brandt lent his time to Board Development Chair Jane McWilliams so that adequate time could be spent on discussing pro's and con's of the Carver Model.

b. Committee Reports

1. Executive Committee – Bob Brandt (no meeting)

2. Finance Committee – Penny Johnson (no meeting)

3. **Personnel Committee – Sonja Peterson – (no meeting)**

4. **Board Development Committee – Jane McWilliams**

The Board Development, and Personnel Committee meetings were cancelled and instead Jane McWilliams, Bob Brandt, Sonja Peterson, and Nathan Davis met to discuss the Carver Model. Jane asked the board for their impression of the Carver Model, and whether principally is it something the board should consider pursuing? After a lengthy discussion, a note card was passed to each board member requesting that each one write down questions they have concerning the Carver Model; a Board Development meeting will be held before the December 8, 2005 board meeting to discuss the questions from each board member.

5. **Programs Committee – Kat Knudson**

No meeting to report. The next meeting date for the Programs Committee is January, 2006

c. **Executive Director's Report**

- Nathan asked the board to approve a half time accounting position. The vote to approve was unanimous.
- Internal governance – lots of employee movement. There are currently four-opened position to be filled – HR, Security, Nursing, and Receptionist.
- Elaborated on needs within the agency such as creating a hiring process, web design, master schedule, and (centralizing and clarifying contract procedures).

Vision: Collaborating with PDRG and the Arts High School to further close the gap that exists between them. Continuing to work toward getting Perpich Center for Arts Education as an innovative model for education reform.

Met with Dr. Jon Quistgaard, President of Bemidji State University and discussed innovative ways to involve PDRG in their teacher training.

d. **Deputy Director's Report – Pam Paulson**

Pam gave an overview of Q-Comp, which is the Governor's initiative for teacher pay. Perpich was not included in this legislative decision from the onset. Plans are in place to enter a request for this program in the 2006 budget.

e. **Educational Tours for Students – Rie Gilsdorf**

Rie shared with the board an upcoming Spring Break trip for Perpich students. It is a combination art/culture tour. Students are encouraged to plan their own fundraising events for travel expenses.

VI. **Consent Calendar**

VII. **Old Business**

VIII. **New Business**

Mike Hiatt requested approval from the board for evaluation contracting. The contractor is the University of Minnesota Center for Applied Research and Educational Improvement (CAREI) for the three-year span of the federal grant for Quality Teaching in the Arts: The Minnesota Arts Education Network (QTA). CAREI will execute the evaluation plan developed and approved in the grant activity plan (Board of Directors action, September 2005).

Costs for evaluation of QTA over the three-year project are estimated at \$100,000. Evaluation activities in this start-up year of the project are projected not to exceed \$25,000. This contract would begin on December 1, 2005, and run through September 30, 2008. Annual renewal of this contract would be contingent on acceptable annual reports submitted by CAREI as well as continued funding by Federal Department of Education for this grant program.

Board member Jane McWilliams moved to recommend that the board approve, and board member Virginia Katz seconded the motion. The vote to approve was unanimous.

IX. Personnel

Seth Mabbott – Graphic Designer
Sarah Moore – School Nurse (Temp)
Nancy Olson – ESL Teacher (Temp)
Nathan Duffy - Technology

X. Information and Decisions

XI. Open Forum at 4 p.m.

XII. Meeting Adjourn

Board chair Bob Brandt adjourned the meeting at 4:55 p.m.

Hello:

Following our discussion of the September session with Stacy Sjogren and the possibility of further Carver Model training, here are questions and comments some of you wrote:

1. What is the problem we would like to resolve by adopting the Carver model?
What is our current system. What does it look like. How does it compare with the Carver model?

2. Get references about how model functions from other organizations that have adopted it (Including organizations that are similar to PCAE).

Can we get a comprehensive list of the benefits and disadvantages of adopting this system for our organization?

What other systems of governance could we consider? (Unsigned)

What are the differences in board/staff relationships that would come about if we adopt this system? (Unsigned)

3. Important to me:

*More definition of executive director role and interaction with board and staff - whether we use Carver or not, I believe we need to invest time and money into this.

*If we don't use Carver, what model/strategy can we adopt to also clarify what board does and how to interactive with staff?

*How can we keep the information we gained in working with Elsie carrying forward? (Kat Knudson)

4. I think any problems with a lack of clarity of acceptable process could be dealt with by all involved without an expenditure of \$10,000 and a year of time. (Chris Wilson)

5. Is it too late to learn what other models for good development are?

Why was Elie's value based clarification for ENDS not satisfying? Need to learn from this before moving forward on another model.

I still don't have a good grasp on what are the specific policies we need to develop to complement or revamp what PCAE has already done. (Unsigned)

I have made arrangements to meet with a member of the Burnsville city staff where they have had experience with Carver. It is quite a different organization, but it may be helpful to find out how it worked or hasn't worked for them. In addition, I will ask Stacy S for references and will follow up on them. Finally, if any of you have contacts with other boards and want to see if there are answers to questions like "what other systems are there?"

More later.



Perpich Center for Arts Education
Arts High School • Professional Development • Research • Library

6125 Olson Memorial Highway
Golden Valley, MN 55422

Full Board Meeting Minutes

Date & Time: December 8, 2005, at 3:00 p.m.

Location: PCAE, Visitors Center

I. Call Meeting to Order

Chair Bob Brandt called the meeting to order at 3:05 p.m.

II. Roll Call

Board members present: Bob Brandt, Sonja Peterson, Virginia Katz, Chris Wilson, Kaimay Yuen-Terry, Howard Wilson, MaryAnne Wilimek, Kat Knudson, Jane McWilliams, Penny Johnson, Roberta Jones, Peter Adolphson

Board members absent: Dan Reigstad, John Davis

Others: Nathan Davis, Albert Katz, Jaddie Edwards, Rie Gilsdorf, Pam Paulson, Michael Hiatt, Sue Mackert, Rusty King, Tom Carlson

III. Agenda Approval

Recommend the board approve this meeting's agenda.

Board member Sonja Peterson moved to approve the agenda. Board member Kat Knudson seconded the motion. The vote to approve was unanimous.

IV. Consideration and Approval of Minutes

a. November 10, 2005, Meeting Minutes, attached as M1-3

Recommend the board approve the November 10, 2005, meeting minutes.

Board member Maryanne Wilimek moved to approve the November 10, 2005, meeting minutes. Board member Sonja Peterson seconded the motion. The vote to approve the minutes was unanimous.

V. Reports

a. Chair's Report – Bob Brandt

Board chair Bob Brandt announced that reorganization would take place in February 2006. The Chair and vice chair positions are open. Nomination slates for officers will be sent out. Board members are also encouraged to self nominate. The Nominating Committee is: Howard Wilson (replacing Scott Halgrim), Chris Wilson, and Virginia Katz.

b. Committee Reports

1. Executive Committee – Bob Brandt (no meeting)

2. Finance Committee – Penny Johnson (no meeting)

3. Personnel Committee – Sonja Peterson

- Work toward building a unified organization by focusing on the interdependence of the High School and PDR driven by Mission.
- Enhanced communication regarding the work and profile of Perpich to all constituents: media campaign strategy, materials targeted to legislators, review

promotion materials/publications, greater dissemination of Perpich activity to Board, faculty, Education Specialists, staff, parents, and Arts Organization Colleagues.

- Continue to develop line-item budgets and establish long-term budget goals for High School, Library/Resource Center and PDR.
- Improve employee morale.
- Increase opportunities for dialogue between the Board and Perpich employees.

4. Board Development Committee – Jane McWilliams

Emil Angelica, Partner from Community Consulting Group is being invited to meet with the Board Development Committee in the future. Before the next board meeting the committee will review the bylaws to see what is mandated by statute for the board. The committee will also look at other governance models.

5. Programs Committee – Kat Knudson

No meeting to report.

c. Executive Director's Report

Nathan reported on the work with Enterprise Technology as it relates to Distance Learning. Also Mike and Rie are involved in an outreach that is moving in a positive direction.

d. Deputy Director's Report – Pam Paulson

Pam gave a presentation on Perpich's involvement in the Licensure Via Portfolio for Teachers in all licensure areas. Perpich was given the opportunity to be in on the ground floor of piloting a new process for alternative teacher licensure with the Minnesota Board of Teaching. Ten PCAE staff members have completed, or are working on licensure via portfolio. The licensure via portfolio process is funded by a 3-year grant to the MN Department of Education.

e. Educational Tours for Students – Rie Gilsdorf

Rie shared with the board an upcoming Spring Break trip for Perpich students. It is a combination art/culture tour. Students are encouraged to plan their own fundraising events for travel expenses.

VI. Consent Calendar

VII. Old Business

VIII. New Business

IX. Personnel

X. Information and Decisions

XI. Open Forum at 4 p.m.

XII. Meeting Adjourn

Board chair Bob Brandt adjourned the meeting at 4:45 p.m.

PCAE Executive Financial Summary
July 1, 2005 through November 31, 2005
Prepared by Rene Ellis, Finance & Operations

All money that is received from the federal government is deposited into the State's Federal Fund (Fund 300). PCAE was awarded a Federal Grant for Quality Teaching. You will see this reflected in the Cash Balance Report under the heading of Federal Fund.

Revenue:

Currently, there are total cash receipts of \$8,352,475. \$6,623,000 in FY 2006 state appropriations were received; reflecting the additional \$200,000 received from the 2005 legislation. (The FY 2005 appropriation includes the \$179,000 reduction that was legislated.) There is a total of \$1,406,003 that was balanced forward from FY 2005 into the current fiscal year. Balance forward amounts into FY 2006 do not include approximately \$10,000 remaining in FY 2005. This will roll forward around December 15th, 2005. There is a payment of \$290,813 in revenue from our federal grant that has been requested and is pending. Revenues from student fees have been slower coming in due to newly implemented payment options. All undesignated gifts receipts have been deposited with the PCAE Foundation. To date, there have been no gifts identified as restricted to deposit into the agency's accounts. It is anticipated that PCAE will begin receiving gift grants from the PCAE Foundation in December. The Arts High School is depending on at least \$78,500 from the Foundation for this fiscal year's programs. This gift is not reflected in the Cash Balance Report. Finally, PCAE has earned approximately \$16,000 in interest on revenue accounts to date.

Expenditures:

Total expenditures are \$6,423,602. This includes both encumbered and expended funds; and includes salary obligations. Expenditures and encumbrances are at a normal level. However, several of the Arts High School programs are close to exhausting their state appropriated funds, and will need to begin using the anticipated PCAE Foundation Gift.

Cash Balance:

There is a current cash balance of \$ 1,928,873. \$40, 615 remains encumbered in FY 2005. SRSEA is the only union contract that remains to be ratified. It is expected that December's report will reflect the new contract rates for all unions.

Hello:

Following our discussion of the September session with Stacy Sjogren and the possibility of further Carver Model training, here are questions and comments some of you wrote:

1. What is the problem we would like to resolve by adopting the Carver model?
What is our current system. What does it look like. How does it compare with the Carver model?

2. Get references about how model functions from other organizations that have adopted it (Including organizations that are similar to PCAE).

Can we get a comprehensive list of the benefits and disadvantages of adopting this system for our organization?

What other systems of governance could we consider? (Unsigned)

What are the differences in board/staff relationships that would come about if we adopt this system? (Unsigned)

3. Important to me:

*More definition of executive director role and interaction with board and staff - whether we use Carver or not, I believe we need to invest time and money into this.

*If we don't use Carver, what model/strategy can we adopt to also clarify what board does and how to interactive with staff?

*How can we keep the information we gained in working with Elsie carrying forward? (Kat Knudson)

4. I think any problems with a lack of clarity of acceptable process could be dealt with by all involved without an expenditure of \$10,000 and a year of time. (Chris Wilson)

5. Is it too late to learn what other models for good development are?

Why was Elie's value based clarification for ENDS not satisfying? Need to learn from this before moving forward on another model.

I still don't have a good grasp on what are the specific policies we need to develop to complement or revamp what PCAE has already done. (Unsigned)

I have made arrangements to meet with a member of the Burnsville city staff where they have had experience with Carver. It is quite a different organization, but it may be helpful to find out how it worked or hasn't worked for them. In addition, I will ask Stacy S for references and will follow up on them. Finally, if any of you have contacts with other boards and want to see if there are answers to questions like "what other systems are there?"

More later.



Perpich Center for Arts Education
Arts High School • Professional Development • Research • Library

6125 Olson Memorial Highway
Golden Valley, MN 55422

Full Board Meeting Agenda

Time and Date: January 12, 2006

3 p.m.

Location:

Perpich Center for Arts Education, Visitors Center

I. Call Meeting to Order

II. Roll Call

III. Agenda Approval

Recommend the board approve this meeting's agenda.

IV. Consideration and Approval of Minutes

Recommend the board approve the December 8, 2005, meeting minutes. The minutes are included on M1-2.

V. Reports

a. Committee Reports

1. Executive Committee – Bob Brandt
2. Finance Committee – Penny Johnson
3. Personnel Committee – Sonja Peterson
4. Board Development Committee – Jane McWilliams
5. Programs Committee – Kat Knudson

b. PDRG Report from Executive Director's Report – Nathan Davis

VI. Consent Calendar

VII. Old Business

The Board will vote on goals set for the Executive Director

1. Work towards building a more unified organization as a whole by focusing on the interdependence of the Arts High School and the PDRG. As part of that process, foster and celebrate collaborative activities of these aspects of the agency.
2. Work towards enhanced communication regarding the work and profile of the PCAE to all constituents. This should involve developing a media campaign strategy, creating materials targeted to legislators, reviewing promotional materials and publications. In general, provide

greater dissemination of PCAE activity to the Board, faculty and staff, Education Specialists, parents, and arts organization colleagues.

3. Work toward greater administrative cohesion internally by means of clarifying reporting lines, budgeting, management of operations, and human resource functioning.

VIII. New Business

- a. Nomination slate for officers: Chair & Vice-Chair

- b. Legislature Committee – Appointees: Kaimay Yuen Terry, and Peter Adolphson
(Future establishment of bylaws review will be needed).

- c. Personnel

New Employee – Renita Dellwo, HR Officer

Resignation - Shelly Davenport, School Social Worker, effective January 12, 2006.

Retirement – Mike Reed, Security, effective December 27, 2005.

- d. Information and Decisions

- Received many applications for the receptionist position. An offer has been extended.

- e. Open Forum at 4 p.m.

XII. Meeting Adjourned



Perpich Center for Arts Education
Arts High School • Professional Development • Research • Library

6125 Olson Memorial Highway
Golden Valley, MN 55422

Full Board Meeting Minutes

Date & Time: January 12, 2006, at 3:00 p.m.

Location: PCAE, Visitors Center

I. Call Meeting to Order

Vice Chair Kat Knutson called the meeting to order at 3:08 p.m.

II. Roll Call

Board members present: Dan Reigstad, Sonja Peterson, Virginia Katz, Chris Wilson, Howard Wilson, MaryAnne Wilimek, Kat Knudson, Jane McWilliams, Penny Johnson, Roberta Jones

Board members absent: Bob Brandt, Kaimay Yuen-Terry, John Davis, Peter Adolphson

Others: Nathan Davis, Albert Katz, Jaddie Edwards, Pam Paulson, Michael Hiatt, Rusty King, Rene Ellis

III. Agenda Approval

Recommend the board approve this meeting's agenda.

Board member Sonja Peterson moved that the minutes be amended to include the Executive Directors goals that will be adopted by the Board. Board member Howard Wilson seconded the motion. The vote to amend the minutes was unanimous.

IV. Consideration and Approval of Minutes

a. December 8, 2005, Meeting Minutes, attached as M1-2

Recommend the board approve the December 8, 2005, meeting minutes.

Board member Maryanne Wilimek moved to approve the December 8, 2005, meeting minutes with an amendment. Board member Sonja Peterson seconded the motion. The vote to approve the minutes with an amendment was unanimous.

V. Reports

a. Chair's Report – No report

b. Committee Reports

1. Executive Committee – Bob Brandt (No meeting to report)

2. Finance Committee – Penny Johnson (No meeting to report)

3. Personnel Committee – Sonja Peterson (No meeting to report)

4. Board Development Committee – Jane McWilliams

Jane McWilliams reported that the Board Development Committee met with Emil Angelica, of the Community Consulting Group and discussed governance issues that were developed out of the December 8, 2005, Board Meeting. He listened to the Committee's concerns and stated how he thought he could help. He informed the committee that he would begin by interviewing the board chair, and gathering areas of concern; formalize Board policies; coach the Board Chair and the Executive Director periodically on staying on track.

Jane informed the Board that Mr. Angelica does have training in delivering the Carver Model, and she suggested that he would "cherry pick" the best of the model and deliver it to the PCAE Board. Mr. Angelica's work plan would be over a one-year period, and includes Board involvement. Several Board members posed questions such as: What do we currently have that we can improve upon? Do we need outside involvement? Have we clarified as a Board what our needs are, and shouldn't our needs be clarified before an outside consultant is hired?

Mr. Angelica stated that his overall work would have 4 primary components:

1. Establishing the groundwork for a summer Executive Director review.
2. Working with the Governance Committee to review bylaw compliance.
3. Working with the full board to implement policies.
4. Coaching Board leadership and the Executive Director.

The Board Development Committee requested that Nathan look into what private funding is available to assist in the payment for Emil's consultant fee.

5. Programs Committee – Kat Knudson

No meeting to report.

c. Executive Director's Report

Executive Director Nathan Davis introduced to the board the newest members of the PCAE staff, Renita Dellwo, HR Officer, and Carol Anderson, Receptionist. Also, Nathan handed out the agenda from the MN Senate Capital Investment Committee meeting from Monday, January 9, 2006. Nathan reported that ACE/ASAP applications are due very soon. Mike Hiatt will report more at the February 9, 2006, Board meeting.

d. Deputy Director's Report – Pam Paulson

Deputy Director Pam Paulson gave a presentation on Perpich's involvement in *The Art of Teaching the Arts*, which is a professional development workshop for high school teachers of dance, music, theatre, and visual art. Eight one-hour video programs give viewers the chance to watch other teachers at work, in arts-focused as well as comprehensive high schools. The workshop is intended for use by mixed groups of teachers from all four arts disciplines. Activities for workshop sessions are provided online and in print to help viewers improve their own practice. Graduate credit is available. The programs will be available free of charge, via the Annenberg/CPB Channel and on demand at the Annenberg/CPB Web site: www.learner.org. Parts of the filming of the workshop took place at the Arts High School, featuring Music Instructor Janice Hunton's class. Pam serves as an advisor for *The Art of Teaching the Arts*.

VI. Consent Calendar

VII. Old Business

The Board voted on the goals established for the Executive Director. The Personnel Committee confirmed the goals. Jane McWilliams affirmed major goals areas. Board member Maryanne Wilimek moved to approve these as the Executive Director's goals, and board member Sonja Peterson seconded the motion. The vote to approve the goals was unanimous.

VIII. New Business

- o Board Chair Bob Brandt facilitated a conference call on Wednesday, January 11, 2006, with the Nominating Committee. The Nominating Committee consists of Chris Wilson, Howard Wilson, and Virginia Katz. The purpose of the call was to nominate the next Board Chair. Jane McWilliams, Kat Knutson, and Virginia Katz were approached for the position. Virginia Katz accepted, after which she discontinued participation in the phone discussion.
- o One other person needs to be named to the Nominating Committee, replacing Virginia Katz. Roberta Jones was asked, and accepted.
- o The 2006/07 meeting calendar will be determined at the February 9, 2006, meeting.

- Kaimay Yuen-Terry and Peter Adolphson have agreed to serve on the Legislative Committee. John Davis has been asked to serve, but has not confirmed his acceptance.
- Emil Angelica will be invited to the February 9, 2006, Board Meeting to do a presentation, and be available for question from the Board.
- The full Board will receive a copy of a proposal submitted by Emil for their perusal before the February meeting.
- The Board was encouraged to check Emil's web site—www.ccgpartnership.com--for references and for more information related to his consulting background.

IX. Personnel

X. Information and Decisions

XI. Open Forum at 4 p.m.

XII. Meeting Adjourn

Vice Board chair Kat Knutson adjourned the meeting at 4:55 p.m.



Perpich Center for Arts Education
Arts High School • Professional Development • Research • Library

6125 Olson Memorial Highway
Golden Valley, MN 55422

Full Board Meeting Agenda

Time and Date: February 9, 2006

3 p.m.

Location:

Perpich Center for Arts Education, Visitors Center

I. Call Meeting to Order

II. Roll Call

III. Agenda Approval

Recommend the board approve this meeting's agenda.

IV. Consideration and Approval of Minutes

Recommend the board approve the January 12, 2006, meeting minutes. The minutes are included on M1-3.

V. Emil Angelica, Partner, Community Consulting Group – V – 1-9

VI. Reports

a. Committee Reports

1. Executive Committee – Bob Brandt
2. Finance Committee – Penny Johnson
3. Personnel Committee – Sonja Peterson
4. Board Development Committee – Jane McWilliams
5. Programs Committee – Kat Knudson

b. PDR Report – Mike Hiatt

VII. Consent Calendar

VIII. Old Business

IX. New Business

- Pam Paulson - Nomination of the Arts High School for the new Senator's Award for Excellence in Education. The nomination requires a cover letter signed by the board chair and a narrative. **NB 1-3**
- Mary Pietruszewski and Bev DeVos– Dorm Fees for 2006/07. **NB 2-3**

X. Personnel

XI. Information and Decisions

- Sue Mackert – Big Event
- Communications Report – Chris Schanus – I 1-3
- Report on ASAP Extension Grants – Nathan Davis/Mike Hiatt - I 1-5

XII. Open Forum at 4:00 p.m.

XIII. Election of Officers

XIV. Meeting Adjourned

BOARD OF DIRECTORS
PERPICH CENTER FOR ARTS EDUCATION

BOARD MEETING AGENDA

MARCH 9, 2006

3:00 PM

Perpich Center for Arts Education, GAIA Building

- I. Meeting Call to Order
- II. Roll Call & Introduction
- III. FOR ACTION: Agenda Approval (including call for any additions to go in Section XIV)
(Item #1 in Board mailing and email)
- IV. FOR ACTION: Consideration of Minutes of February 9, 2006
(Item #2 in Board mailing and email)
- V. Inventory of Board Members' Information
PCAIE Board of Directors by-Laws, Minnesota Statutes 2003 (Chapter 129C),
Executive Directors Limitation Policy, Spring 2006 Board Info Sheet
(Information Sheet available at meetings; other items will be mailed to
anyone who doesn't have them)
- VI. FOR ACTION – Calendar of Board Meetings for 2006 – 2007
(Item #3 in Board mailing and email)
- VII. FOR ACTION – Board Committees for 2006 – 2007
(handout available at meeting)
- VIII. FOR ACTION – Changes in Policy for Arts High School graduation, course
labeling, and grading – Rie Gilsdorf
(Item #4 in Board mailing and email)
- IX. Open Forum – approximately 4:00 PM
Anyone who wishes to present to the Board may do so at this time; 5 minutes
per person

- X. FOR INFORMATION - Executive Director's Report – Nathan Davis
- XI. FOR INFORMATION – Financial Reports – Rene Ellis
- XII. FOR INFORMATION – Personnel Report – Nathan Davis
- XIII. FOR INFORMATION – Consultancy on Board Development
Memo to the Board from consultant, Emil Angelica, regarding first steps in
board development project
(Item #5 in Board mailing and email)
- XIV. OTHER INFORMATION (Can be added to at the time of agenda approval)
The PCAE Foundation
Proposal for Math/Science Academy modeled on PCAE
Other
- XV. Adjournment

**BOARD OF DIRECTORS
PERPICH CENTER FOR ARTS EDUCATION**

BOARD MEETING MINUTES

MARCH 9, 2006

3:00 P.M.

Perpich Center for Arts Education, GAIA Building

I. Meeting Call to Order

Time: 3:00 P.M.

Person Presiding: Virginia Katz-Board Chair

II. Roll Call & Introduction

Members present: Peter Adolphson, Virginia Katz, Kat Knudson, Sonja Peterson, Chris Wilson, Penny Johnson, Roberta Jones, Dan Reigstad, Jane McWilliams, Kaimay Yuen-Terry

Members excused: John Davis, MaryAnne Wilimek, Bob Brandt, and Howard Wilson

Staff/Observers present: Pam Paulson, Rie Gilsdorf, Nathan Davis, Mike Hiatt, Rene Ellis, Diane Aldus, Jaddie Edwards, Albert Katz

III. FOR ACTION: Agenda Approval

Penny Johnson moved to approve the agenda. Roberta Jones seconded the motion. The vote to approve the agenda was unanimous.

IV. FOR ACTION: Consideration of Minutes of February 9, 2006

Sonya Peterson moved to approve the February 9, 2006, minutes. Penny Johnson seconded the motion. The vote to approve the minutes was unanimous.

V. Inventory of Board Members' Information

- All Board members need updated copies of:
 - PCAE By-Laws including all amendments with dates amended
 - MN Statutes related to PCAE
 - Executive Director Limitation Policy
 - Board Adopted Policies
- Review of Spring 2006 Board Information Sheet. Any correction needed:
 - Address change for Dan Reigstad

It was pointed out that the Information Sheet is an "in-house" document only.

VI. FOR ACTION – Calendar of Board Meetings for 2006-2007.

Sonja Peterson moved to approve the Calendar of Board meetings for 2006-2007. Penny Johnson seconded the motion. The vote to approve the Calendar of Board meetings for 2006-2007 was unanimous.

VII. FOR ACTION – Board Committees for 2006-2007. Review of committees and duties. Request that Board members remove or add themselves to committees.

- Sonja Peterson and Roberta Jones asked to be removed from the Programs Committee.
- Howard Wilson asked to be added to the Board Development Committee
- Peter Adolphson asked to be added to the Finance Committee

Part of consultant Emil Angelica's work will involve having the Board take a look at each committee. Committee structure may change as a result of Board Development work. All committee changes will be consistent with and in accordance with the PCAE Board By Laws.

The Board Development Committee and the Personnel Committee will each have separate meetings around the April 13th Board meeting, one committee meeting before the full Board and one committee meeting after the full Board. The Finance Committee will meet in June and/or August—there is no July Board meeting—to discuss access to grants. A preliminary meeting for Finance will be held in May.

Peter Adolphson moved to approve the Board Committees and duties for 2006-2007. Dan Reigstad seconded the motion. The vote to approve the Board Committees and duties was unanimous.

VIII. FOR ACTION – Changes in Policy for Arts High School graduation, course labeling, and grading – Rie Gilsdorf.

Graduation standards are being changed to apply to the graduating class of 2007. These changes are in the Academics areas only, the Arts standards are already higher than the state requires. The state does not recognize Literary Arts as an Art for graduation credit purposes. Therefore, our Literary Arts students are in the position of not earning the single arts credit required for graduation by the state. The faculty supports changes in grading policy to allow them to report the grade of D when a student does D-level work. In order to maintain current high standards a grade requirement is being added to our Graduation Requirements.

1. **Moved** that starting with the 2006-2007 school year, the following shall be the general requirements for students of the Arts High School of the Perpich Center for Arts Education:

- a. For entering Juniors

Discipline	Credits before AHS	Credits at AHS	Cumulative Credits
Arts	?	4 In the focus area	4.0
English	2	2	4.0
Mathematics	1 high school level	2	3.0
Science	1 recommend Bio.	2	3.0
Social Studies	2	1.5	3.5
Health	.5	0	0.5
Physical Ed.	.5 may use ALC	0	0.5
Miscellaneous	3	.5	3.5
<i>Total</i>	10	12	22

- b. For entering Seniors

Discipline	Credits before AHS	Credits at AHS	Cumulative Credits
Arts	?	2 In the focus area	2.0
English	3	1	4.0
Mathematics	2 high school level	1	3.0
Science	2 recommend Bio.	1	3.0
Social Studies	2.5	1	3.5
Health	.5	0	0.5
Physical Ed.	.5 may use ALC	0	0.5
Miscellaneous	5.5	0	5.5
<i>Total</i>	16	6	22

2. **Moved** that, starting with the 2006-2007 school years, the following shall be required:
 - a. All students must pass the Minnesota Basic Skills tests in Reading, Math and Writing. (No change).
 - b. Juniors must earn 5.5 credits including 2 Arts credits in their focus Art discipline in order to be invited back for their Senior year. (Change).
 - c. Students must be registered for at least 2 academic credits and 1 arts credit each term. PSEO (college) credit may be substituted, however residential students must carry at least 1 academic and 1 arts credit to reside in the dorm. (Change).
3. **Moved** that starting with the 2006-2007 school year, the course designation on students' transcripts for elective credits shall be the actual content of the course rather than the term "elective."

4. **Moved** that starting with the 2006-2007 school year, the second semester of each year of Literary Arts shall be entitled Dramatic Literature.
5. **Moved** that starting with the 2006-2007 school year, the letter grade of D shall be added to the grades available to be earned for AHS classes, while the requirement that any class work to be counted for graduation from the Arts High School must be passed with a grade no lower than C- will be retained.

Each of these five motions was moved, seconded, and approved unanimously.

IX. Open Forum – Approximately 4:00 p.m. No speakers were present.

X. FOR INFORMATION – Executive Director's Report – Nathan Davis

- David Russell, Parent Political Action Committee Chair, initiated an effort to get legislators from students' home districts to attend performances here. A mailing was sent to each parent of AHS students containing information on how to contact members of their legislative district, members of the MN House of Representative, MN Senate members, and a schedule of the AHS Spring performance schedule.
- Capital Bonding – Nathan announced that the Delta Dorm bathroom renovation would be completed for \$400,000. This amount was originally supposed to have funded 1/3rd of the project. With this budget, we are also hoping to add AC for the Delta Dorm. Nathan and Pam are scheduled to testify before the Senate Bonding Committee on Tuesday, March 14, 2006, at 9:00 a.m.
- Pam Paulson has been chosen for the U.S. Department of Education's Teacher-to-Teacher Training Corp from over a 1000 candidates. In 2006 Dr. Paulson will facilitate a session on arts assessment at several summer workshops at sites yet to be determined. Members of the Training Corp may also support teacher participants through email mentoring, web casts or visits directly to school districts. The goal is to assist teachers across the country with methods to improve student achievement through improved instruction and assessment skills. It is expected that participants will leave the workshop sessions with ready-to-use strategies and an understanding of why those strategies are effective.
- *Senator's Excellence in Education Award.* Mike Hiatt and Pam Paulson announced that the Perpich Center for Arts Education has been selected to receive the prestigious Senator Mark Dayton's Award for Excellence in Education. Senator Dayton will be at the Center on March 22 from 11-Noon to present the award. This award acknowledges the good work that has been done at the Center for more than fifteen years. During his visit Senator Dayton wants

to have some time to answer students' questions about education, China, Iraq, politics in Washington, etc. Then Senator Dayton will present us with a plaque and a United States flag that has been flown over the U.S. Capitol.

- o Board member Peter Adolphson has introduced Nathan to Cynthia Cargill, President, and Wendell Maddox, Vice President (CEO of the ION Corporation) of the Greater Twin Cities Youth Symphonies; they are interested in collaborating with PCAE.

XI. FOR INFORMATION – Financial Reports – Rene Ellis

Copies of these financial reports are available in the PCAE main office for anyone who is interested in seeing them.

Rene reminded the Board that we are 2/3rd of the way into this fiscal year. The \$124,000 that was set-aside for the next biennium will be carried-over for fiscal year 2007.

An increase in savings was realized when the contracts were settled with salary increases at 2% instead of 3%. Appropriated monies remaining at the end of a biennium are subject to being taken away by the State unless the legislature specifically votes to allow the carrying-forward of funds.

It was pointed out that the PCAE Foundation is a separate entity with control over its own funding, and therefore the PCAE Board should not rely on it for funding. All members of the Board will receive a copy of the Foundation's giving guidelines.

XII. FOR INFORMATION – Personnel Report – Nathan Davis

Susan Stemme, Health and Wellness Counselor for AHS have resigned her position effective March 23, 2006.

XIII. FOR INFORMATION – Consultancy on Board Development Memo to the Board from consultant, Emil Angelica, regarding first steps in board development project.

Chair Virginia Katz will confirm Emil's time frame and will communicate this information by e-mail to Board members. At their meetings on April 13th, the Board Development and Personnel committees will select their chairs for 2006 – 7.

XIV. OTHER INFORMATION

The PCAE Foundation – The Big Event on Saturday, March 11, 2006, was a considerable success in raising \$28-32K. Foundation Chair Sue Mackert will

continue to work with the Foundation in fundraising initiatives including corporate sponsorships.

Proposal in the legislature for a math/science academy modeled on PCAE – Nathan Davis attended the initial planning meeting. Board members expressed interest in being involved in the continuing discussion of this project. This proposal will be an agenda item at the April 13, 2006 Board meeting.

XV. Adjournment

Time: 5:05 p.m.

Adjourned by: Board Chair Virginia Katz

**NOTE: 2:00 to 3:00 PM – Board Development Committee meets with Emil Angelica
Glass Box, GAIA Building**

**NOTE: 4:00 to 5:00 PM – Personnel Committee meets with Emil Angelica
Glass Box, GAIA Building**

**BOARD OF DIRECTORS
PERPICH CENTER FOR ARTS EDUCATION**

BOARD MEETING AGENDA

APRIL 13, 3006

3:00 PM

Perpich Center for Arts Education, Glass Box, GAIA Building

- I. Call to Order
- II. Roll Call and Introductions
- III. FOR ACTION: Agenda Approval (including call for any additions to agenda)
- IV. FOR ACTION: Consideration of minutes of March 9, 2006 meeting
- V. FOR INFORMATION: Report from Deputy Director Pam Paulson
 - *PCAE membership in State Consortium on Assessment and Standards (SCASS)
 - *Opportunity for PCAE teachers to work with LA teachers
- VI. Open Forum – approximately 3:30 PM
 - Anyone who wishes to present to the Board may do so at this time. 5 minutes per person
- VII. FOR INFORMATION: Executive Director's Report – Nathan Davis
- VIII. FOR INFORMATION: Information on Proposed Math/Science Academy
- IX. OTHER INFORMATION (any informational items added to agenda)
- X. Adjournment

**BOARD OF DIRECTORS
PERPICH CENTER FOR ARTS EDUCATION**

BOARD MEETING MINUTES

April 13, 2006

3:00 P.M.

Perpich Center for Arts Education, GAIA Building

I. Meeting Call to Order

Time: 3:00 P.M.

Person Presiding: Virginia Katz-Board Chair

II. Roll Call & Introduction

Members present: Virginia Katz, Kat Knudson, Sonja Peterson, Chris Wilson, Penny Johnson, Roberta Jones, Dan Reigstad, Jane McWilliams, Kaimay Yuen-Terry, John Davis, MaryAnne Wilimek, Bob Brandt, and Howard Wilson

Members excused: Peter Adolphson

Staff/Observers present: Pam Paulson, Nathan Davis, Mike Hiatt, Jaddie Edwards, Albert Katz, Emil Angelica

III. FOR ACTION: Agenda Approval

Bob Brandt moved to approve the agenda. Penny Johnson seconded the motion. The vote to approve the agenda was unanimous.

Additions or Changes to the Agenda:

Open forum will be at approximately 3:20, not 3:30 as there will be a guest speaker, Rep Melissa Hortman (DFL from District 47B), to talk about her proposal for a math/science academy.

Bob Brandt moved to approve the revised agenda. Penny Johnson seconded the motion. The vote to approve the revised agenda was unanimous.

IV. FOR ACTION: Consideration of Minutes of March 9, 2006

Dan Reigstad moved to approve the March 9, 2006, minutes. Jane McWilliams seconded the motion. The vote to approve the minutes was unanimous.

V. FOR INFORMATION: Report from Deputy Director Pam Paulson

***PCAE membership in State Consortium on Assessment and Standards (SCASS)**

SCASS = State Collaborative on Assessment and Student Standards

Allows collaboration among state arts education specialists to develop and implement high standards and valid assessment systems. Its main goal is to maximize educational achievement for all children and to provide a collaborative environment for examining current needs and issues surrounding standards and assessment. Minnesota has been a member of SCASS since 1994. Participation in this consortium can leverage political attention and grant opportunities, and allows states to participate in a national conversation about education and the work in arts education happening in each state. It also reduces the need to "reinvent the wheel" by sharing experiences, both successes and failures. SCASS is currently developing an innovative online item bank of arts assessments.

*Opportunity for PCAE teachers to work with LA teachers

DELTA = Designing Education, Learning, Teaching through Assessment
May 24-27 in Los Angeles. Conference focus:

- Professional development for arts specialists in dance, media arts, music, theater, and visual arts
- Arts assessment literacy
Brings together...
 - L.A. United School District teachers
 - SCASS Arts Assessment specialists
 - California Arts Assessment Network
 - Arts Community Partners
 - Local K-12 district arts teams
 - National study group

Four teachers from the Arts High School were nominated in the fall and have been selected to attend as part of the SCASS team. Arts High School teachers will not only attend the conference, they will also lead group discussions and share Minnesota's work in developing standards and assessment techniques. All expenses are paid for Arts High School teachers by Los Angeles United School District, including airfare, hotel, meals, and substitute teachers.

Arts High School participants are:

Nancy Norwood (Media Arts)
Colleen Brennan (Visual/Media Arts)
Mary Harding (Dance)
Tory Peterson (Theater)

Arts High School teachers will bring back ideas for discussion with the rest of the faculty to move forward assessment processes in the Arts High School, and be part of building a national network of arts educators working on assessment to share ideas and learn from each other's successes and challenges which will add

to the knowledge of the field of arts education assessment.

VI. Open Forum – Approximately 3:20 p.m. No speakers were present.

VII. FOR INFORMATION – Executive Director's Report – Nathan Davis

Both the Bonding Bill and Quality Compensation are expected to pass through the House and Senate for approval. After which the construction projects for the installation of AC and improvements that are being made to the roof can begin.

In May 2006 Minnesota Department of Education's Network for School Success will hold 14 meetings to discuss academic standards. Perpich will present at all of these meetings, to which all school districts will attend, on arts standards. This is an anticipation of a state-wide review of arts standards in 2007-08.

AHS graduation is scheduled for Friday, May 26, at 2:00 at the U of M's Ted Mann Auditorium.

The applicant pool for the 2006/2007 school year was down from 349 to 312. However, diversity is up by 20%. The Visual Arts and Theater areas were reopened to accept more applications.

The Chair of the French and Italian Department at the University of Minnesota was invited to Perpich to discuss the potential of his department's teaching PSEO French at Perpich for which funding is available from Minnesota Department of Education. Perpich is interested in disseminating the U of M's arts-infused language curriculum.

The Finance Officer position has been filled. Debra Ambright will be starting her position on April 24, 2006.

VIII. FOR INFORMATION – Information on Proposed Math/Science Academy

Representative Melissa Hortman (DFL, District 47B) shared with the Board her proposal for the creation of a math and science academy to be modeled after the Perpich (Arts High School and PDR). She noted that this academy would not be created this year although Governor Pawley is a strong supporter, and Senator Steve Kelly is showing interest. A task force has been created for further study of the proposal. She also stated that in addition to state funding, corporate funders would be sought. Rep. Hortman answered questions from the Board.

IX. OTHER INFORMATION

Emil Angelica was present to meet with the Board Development and Personnel Committees. The Board Development Committee met from 2:00 to 3:00 PM

He will meet with the Personnel Committee from 4:00 to 5:00 PM, after the full Board meeting.

MaryAnne Wilimek was elected chair of the Board Development committee. She will coordinate with Emil to send an online survey to each Board Member during the week of April 17. Board members are asked to respond to the survey within 5 business days. The Board Development Committee will work with Emil to process the results of the survey and share them with the full Board.

Thanks were given to Jane McWilliams for her time as chair of this committee.

X. Adjournment

Time: 5:05 p.m.

Adjourned by: Board Chair Virginia Katz

BOARD OF DIRECTORS
PERPICH CENTER FOR ARTS EDUCATION
BOARD MEETING AGENDA

May 11, 2006

3:00 PM

Perpich Center for Arts Education, Glass Box, GAIA Building

**NOTE: Personnel Committee meeting – 2:00 to 3:00 PM, GAIA Building
(Brandt, McWilliams, Peterson, Reigstad, C. Wilson)**

1. Call to Order
2. Roll call and introductions
3. Call for additions to agenda
4. FOR ACTION: Agenda Approval
5. FOR ACTION: Consideration of minutes of April 13, 2006
6. FOR INFORMATION: Committee Reports
 Personnel Committee – Sonja Peterson
 Board Development – MaryAnne Wilimek
7. FOR INFORMATION: Executive Director's Report – Nathan Davis
8. FOR ACTION: Application for State Department Funded Grant
 An opportunity to apply for a grant involving collaboration in the area of film (media arts) between PCAE and the country of Tanzania came up after the April Board meeting. The deadline for the grant was today (5/11/06). The PCAE staff has applied for the grant and is asking for "after-the-fact" approval. In the future, every effort will be made to give the Board the opportunity to make decisions on grant applications prior to submission.
9. FOR INFORMATION: OPEN FORUM – approximately 4:00 PM
10. FOR INFORMATION: Library Report – Jeanne Iverson, PCAE Library Director
11. FOR INFORMATION: Admissions/Recruitment Report
 Chris Schanus – Communication Director
 Bev Devos – Admissions Director (not available until 4:15 PM)
12. Other – Any items added to the agenda
13. Adjournment

Note: Finance Committee members (Adolphson, Davis, Johnson, Jones, Reigstad) – please stay for a few minutes to select your 2006 – 2007 chair.

**BOARD OF DIRECTORS
PERPICH CENTER FOR ARTS EDUCATION**

BOARD MEETING MINUTES

May 11, 2006

3:00 P.M.

Perpich Center for Arts Education, GAIA Building

I. Meeting Call to Order

Time: 3:05 P.M.

Person Presiding: Virginia Katz-Board Chair

II. Roll Call & Introduction

Members present: Virginia Katz, Kat Knudson, Sonja Peterson, Chris Wilson, Penny Johnson, Roberta Jones, Dan Reigstad, Jane McWilliams, Kaimay Yuen-Terry, MaryAnne Wilimek, Peter Adolphson, and Howard Wilson. (Knudson and Adolphson could not stay for the entire meeting.)

Members excused: Bob Brandt and John Davis

Staff/Observers present: Pam Paulson, Nathan Davis, Mike Hiatt, Jaddie Edwards, Albert Katz, Emil Angelica, Tom Carlson, Chris Schanus, Rie Gilsdorf, Debra Ambright, Jessica McIntyre and Jeanne Iverson. Not all were present for the entire meeting.

III. Call for Additions to Agenda – Items added to agenda: No additional items were added to the agenda.

IV. FOR ACTION: Agenda Approval

Peter Adolphson moved to approve the agenda. Dan Reigstad seconded the motion. The vote to approve the agenda was unanimous.

V. FOR ACTION: Consideration of Minutes of April 13, 2006

Sonja Peterson moved to approve the April 13, 2006, minutes. Howard Wilson seconded the motion. The vote to approve the minutes was unanimous.

VI. FOR INFORMATION: Committee Reports

Personnel Committee – Sonja Peterson

Sonja reported that consultant Emil Angelica would compose an electronic survey similar to the one he prepared for the Board Development committee. This survey will be sent out to Board Members during the week of May 22. Board members will have one week to respond, and the completed survey is to be

returned online to Sonja. Sonja will summarize this information, and present the findings to the Board at the June 8 Board meeting.

The Personnel Committee will meet at 1:30 June 8th, prior to the Board meeting. They will review the results of the survey evaluating the performance of the Executive Director. They will also meet with the Executive Director in a closed session regarding his own evaluation of his performance this past year. They will prepare a salary recommendation to present to the full Board.

Board Development Committee – MaryAnne Wilimek

MaryAnne informed the Board that only 12 of 14 members responded to the online survey, and reminded everyone that their input was important. Emil Angelica will schedule and conduct in-depth interviews with Nathan Davis, Bob Brandt, Howard Wilson, and Chris Wilson to review the board governance process. MaryAnne will setup a conference call to review the survey during the first week of June. A summary and recommendation from the findings will be presented at the June 8 Board meeting. There will be no committee meeting on June 8th. The Perpich website will be used as a means for disseminating board governance information.

VII. FOR INFORMATION – Executive Director’s Report – Nathan Davis

Personnel

Nathan began his report by introducing Debra Ambright, Accounting Supervisor Principal to the Board. He told the Board that the inter-agency contract that has allowed the Center to employ Renita Dellwo in an HR position would end in June. Additionally, he announced the retirement of Kari Goodman, PDR Administrative Assistant effective May 18, and that Rusty King will be leaving Perpich at the end of August to attend law school.

Building and Grounds

Final bids for the Beta demolition project have come in. As they were lower than expected, we are going to ask to transfer funds from this project to the Black Box Theater lighting and stage reconstruction, and the Delta building mold abatement/renovation of bathrooms projects. The project bidding process occurred today, May 11, 2006, for these.

Finance

Debra Ambright will make a financial report to the Board on June 8th. Future reporting plans include presenting budgets to the Board identifying all revenue streams. The initial \$4,500 for Board consultant fees was encumbered from the administrative budget.

Legislative Information

Nathan reported that the 2006 bonding bill has the full support of the House and Senate, and is currently going through the Conference Committee.

The Q Compensation bill, which is sponsored by the Governor is part of the Senate's, but not the House's Supplemental Bill, and will also go through the Conference Committee process.

Current Issues

Greg Peterson from the Office of Enterprise Technology, State of Minnesota met with the Technology Task Force here at Perpich.

Nathan also met with Dan Jett who is the superintendent of the Joint Powers School District and discussed issues related to transportation, diversity and arts education.

Honors and Awards

Many of the staff and students at PCAE were recently recognized, including:

- Tom Kanthak, Dance Instructor, received a Fulbright Scholarship to work on the World Soundscape Project in Japan.
- Barb Hodne, Special Education Teacher, was named Educator of the Year by the Arc of the Twin Cities
- Pam Paulson, Deputy Director, was named one of the University of Minnesota College of Education and Human Development's 100 Distinguished Alumni.
- Of 322 students recognized at the national level of the National Scholastic Art Award and 9,000 works submitted, two Arts High School students won Silver Key awards. (See attached page for complete list of awards presented to AHS students).

Communication Audit

A full report has been submitted to Chris Schanus. Nathan and Virginia Katz will report on it at the June 8th Board meeting.

VIII. FOR INFORMATION – Application for State Department Funded Grant

An opportunity to apply for a grant involving collaboration in the area of film (media arts) between PCAE and the country of Tanzania came up after the April Board meeting. The deadline for the grant was (5/11/06). The PCAE staff has applied for the grant and is asking for "after-the-fact" approval. In the future, every effort will be made to give the Board the opportunity to make decisions on grant applications prior to submission.

Merging International Lives through Art (MILA) is a proposed video and digital media arts partnership between youth in Tanzania and the United States. MILA's goal is to create cross-cultural partnerships between young men and women in Tanzania and the US, and to build the capacity of arts and cultural organization in both countries by engaging artists, arts administrators, and educators from participating organizations. The American partner would be the Perpich Center for Arts Education representing communities from across the State of Minnesota.

Perpich has a history of nurturing innovative international exchanges among educators and students.

Jane McWilliams moved to approve this grant application. Dan Reigstad seconded the motion. The vote to approve the grant application was unanimous.

IX. FOR INFORMATION - Open Forum – Approximately 4:00 p.m. No speakers were present.

X. FOR INFORMATION – Library Report – Jeanne Iverson, PCAE Library Director

Before giving her presentation Jeanne Iverson introduced Jessica McIntyre, Library Technician, to the Board. Jeanne followed with an update on the library collection and various library activities. Items covered were:

- Variety of unique resources available to check out
- Budget for building the collection
- Donations, Adopt a Book program (NEW this year)
- Library users – students, staff, faculty, MN Library members (1400) and increasing number of academic institutions borrowing via inter-library loan
- Collaborative efforts with AHS faculty – orientation, research assignments, alternate classroom when teachers want to use the space for such things as preparing or presenting presentations, use of computers, or to watch a movie. A projection and sound system with a DVD/Video player are available in the Library plus comfortable chairs for viewing. (In our school situation not all the classrooms are equipped with DVD players.)
- Demo of new online catalog and PCAE Library web page.
- Collaborations/Outreach with Golden Valley Library, Ordway, MN Media Organization Newsletter, and “India in America” exhibit
<http://www.susanhenseldesign.com/TheGallery.html>
(see credit to the Perpich Center Library on this site plus pictures)

XI. FOR INFORMATION: Admissions/Recruitment Report – Chris Schanus – Communications Directors. Bev DeVos, Admission Director was unable to attend.

Chris Schanus reported that Admissions postcards were sent out in September 2005, announcing information sessions for 2006-07. Every year, information sessions are held on seven dates in the fall and early winter leading up to the application deadline of February 1.

Schanus will again send out 9,500 postcards to addresses in September 2006, announcing the information session dates for 2007-08. These addresses includes art teachers for grades 9-12, artists in dance, literary arts, media arts, and theater. Board members are encouraged to pass along information about the school in

their local areas. 5,000 information packets with information sessions, applications, program description, performance calendars and posters have been printed for distribution.

Flyers announcing the reopening of the admissions process for Dance, Media Arts, and Theater were sent to counselors at every 9-12 grade school in Minnesota. Notices were also placed in the Minnesota Music Educators bulletin and on the PCAE website.

PCAE advertisements appeared in the following locations and programs during the 2005 – 2006 year:

- Children Theater Co.
- Northrop Dance Co. – University of MN
- MN Youth Symphonies
- Greater Twin Cities Youth Symphony
- MN Ballet
- Ordway/Guthrie Theater
- Rake/Schoolhouse magazines
- High School newspapers (Duluth East Greyhound, Eden Prairie Eyrie, Hopkins School)
- MN Monthly
- Qwest Yellow Pages
- Midwest Art Fairs
- MN Parent.

In an attempt to reach a more diverse student population one-time ads were placed in specialty media venues, including:

- MN Women's Press
- La Prensa de Minnesota
- Asian American Press
- MN Spokesman Recorder
- The Circle

As time was running out, Schanus was invited to the June 8 Board meeting to conclude his presentation. He was encouraged to contact Board members for their suggestions as to where PCAE materials might be placed.

XII. Other – Any items added to the agenda – No other agenda items were added.

XIII. Adjournment

Time: 5:25 p.m.

Adjourned by: Board Chair Virginia Katz

BOARD OF DIRECTORS
PERPICH CENTER FOR ARTS EDUCATION
BOARD MEETING AGENDA

June 8, 2006

3:00 PM

Perpich Center for Arts Education, Glass Box, GAIA Building

**NOTE: Personnel Committee meeting at 1:30 PM in conference room of GAIA Bldg
(The second half of the committee meeting will be closed to the public as it will be the committee's
evaluation of the Executive Director.)**

1. Call to Order
2. Roll call and introductions
3. Call for additions to agenda
4. FOR INFORMATION: Continuation (from May 11) of report on recruitment and admissions – Chris Schanus, Communication Director (Bev Devos, Admissions Director, will be available to answer questions)
5. FOR INFORMATION: Financial Report*– Debra Ambright, Principal Accounting Supervisor
6. FOR ACTION: Request for approval of Requests for Proposals (RFPs) for the Quality Teaching Network (QTN) contracts** relating to the Federal Quality Teaching in the Arts (QTA): the Minnesota Arts Education Project.– Byron Richard, Education Research Coordinator
7. FOR INFORMATION: OPEN FORUM – approximately 3:45 PM
8. FOR INFORMATION: Report from the Board Development Committee – MaryAnne Wilimek

5 Minute Break

9. FOR ACTION: Report from the Personnel Committee – Sonja Peterson
Request for Board approval of Personnel Committee's evaluation of and salary recommendation for Executive Director
10. OTHER: Any items added to agenda at beginning of the meeting

If time allows, the following additional items will be covered (if we have already reached 5:30, the written version of these reports will be mailed to the Board):

11. FOR INFORMATION: Communication plans based on "audit" – Davis & Katz
12. FOR INFORMATION: Written report from PCAE Foundation – Sue Mackert
13. Adjournment

***Finance Committee (Jones [Chair], Adolphson, Davis, Johnson, and Reigstad) will need to meet in late June for the end of the fiscal year reporting. Chair Jones, please check with committee and coordinate with Nathan Davis for date that will work for committee members.**

****Executive Committee (Chair, Vice Chair, and Committee Chairs) will need to meet July 14th for approval of the contracts resulting from the RFPs referred to in Item #6 above. We will try to do this by conference call.**

**BOARD OF DIRECTORS
PERPICH CENTER FOR ARTS EDUCATION**

BOARD MEETING MINUTES

June 8, 2006

3:00 PM

Perpich Center for Arts Education, GAIA Building

**NOTE: Personnel Committee meeting at 1:30 PM in conference room of GAIA Bldg
(The second half of the committee meeting will be closed to the public, as it will be the
committee's evaluation of the Executive Director.)**

I. Meeting Call to Order

Time: 3:05 P.M.

Person Presiding: Virginia Katz-Board Chair

II. Roll call and introductions

MEMBERS present: Virginia Katz, Kat Knudson, Sonja Peterson, Chris Wilson, Penny Johnson, Roberta Jones, Dan Reigstad, Jane McWilliams, MaryAnne Wilimek, Peter Adolphson, John Davis, Howard Wilson, and Bob Brandt. (Knudson, Jones and Adolphson were not present for the entire meeting.)

Members excused: Kaimay Yuen-Terry

Staff/Observers present: Pam Paulson, Nathan Davis, Mike Hiatt, Jaddie Edwards, Albert Katz, Emil Angelica, Chris Schanus, Debra Ambright, Dave Beaman, Byron Richard, Diane Aldis, Barbara Cox, and Bev DeVos. Not all were present for the entire meeting.

III. Call for additions to agenda – Items added to agenda: Action item #8 – requests for approval of PDRG proposals for the Quality Teaching Network, ACE-Theater program for the 2006-07 year, and first year grants for the Arts Courses for Educators – Media Arts program.

IV. FOR ACTION: Agenda Approval

Bob Brandt moved to approve the agenda. Jane McWilliams seconded the motion. The vote to approve the agenda was unanimous.

V. FOR ACTION: Consideration of Minutes of May 11, 2006

Dan Reigstad moved to approve the May 11, 2006, minutes. Chris Wilson seconded the motion. The vote to approve the minutes was unanimous.

VI. FOR INFORMATION: Continuation (from May 11) of report on recruitment and admissions – Chris Schanus, Communication Director (Bev Devos, Admissions Director, will be available to answer questions)

Chris Schanus emphasized the need to increase the Communications budget to explore more marketing opportunities.

He will also create a viewbook that tells a story about the advantages of an Arts High School education as part of our admissions materials.

New marketing channels will be explored, including advertising on 20 movie screens in the Duluth area, cable TV in St. Cloud, billboards in Rochester and Alexandria, radio stations in Bemidji and Mankato.

Bev DeVos reported that the reopening of the Admissions process for the 2006/07 school year resulted in 23 new Arts High School student applicants. Of these applicants, six withdrew which resulted in 15 new students being accepted into the school.

New student orientation was held Tuesday, June 13, 2006. A total of 170 new students are enrolled in the Arts High School for the upcoming school year.

VII. **FOR INFORMATION:** Financial Report– Debra Ambright, Principal Accounting Supervisor.

Debra reported that the general fund current budget is \$6,660,651. This budget amount includes carry-forward dollars of \$37,651 from FY05. Ambright provided pie charts showing the current budget in relationship to the amount spent to date for FY06, and outlined the relationship of general fund dollars to program distributions for budgeting, spending and estimated available balance.

Work is currently being done to establish the budget for FY07, and after the close of FY06 accounts will be analyzed to determine any alignments that are needed. Planning is underway for the FY08-09 Biennial Budget.

VIII. **FOR ACTION:** Request for approval of Requests for Proposals (RFPs) for the Quality Teaching Network (QTN) contracts relating to the Federal Quality Teaching in the Arts (QTA): the Minnesota Arts Education Project. – Byron Richard, Education Research Coordinator.

#1 Diane Aldis, Dance Ed Coordinator/AEI Coordinator, presented information about the second year continuation grants for the Arts Courses for Educators – Theater program.

Moved that the Board approve the grants for six schools to participate in the upcoming second year of the ACE – Theater program for the 2006-07 year for a total of \$22,515.

Budget 3342

TOTAL REQUEST: \$22,515

PDR: ACE Theater Grant Request FY07

<i>Cong Dist.</i>	<i>School</i>	<i>Proposed Funding</i>
2	Rockford Elementary Art Magnet Rockford	\$3240
3	Wayzata Middle School Wayzata	\$3000
4	Linwood A+ Elementary St. Paul	\$2840

5	Marcy Open School Minneapolis	\$3420
7	Montevideo Public Schools Montevideo	\$4955
7	Thief River Falls School District Thief River Falls	<u>\$5060</u>
		\$22,515

Moved by Sonja Peterson. Seconded by Peter Adolphson. Vote: The vote to approve was unanimous. Howard Wilson removed himself from voting.

#2 Byron Richard, Education Research Coordinator, presented information about the Requests for Proposals for Quality Teaching Network contracts.

Moved that the Board approve the seven requests for proposals (RFPs) from potential contractors for the 2006-07 Quality Teaching in the Arts Network Program, for a maximum dollar amount of \$289,000.

Requests for

Proposals:	Primary Consultant for Facilitation and Publication RFP Ceiling \$95,000
	Multi-media Resource Production Coordinator RFP Ceiling \$65,000
	SE Network, Panel and In-School Laboratory Facilitator RFP Ceiling \$37,000
	NW Network and Panel Facilitator RFP Ceiling \$30,000
	NE Network, Panel Facilitator RFP Ceiling \$30,000
	Support Person for Arts QTN/QTA RFP Ceiling \$20,000
	Reflective Coaching Trainer RFP Ceiling \$12,000

Moved by Jane McWilliams. Seconded by Dan Reigstad. Vote: The vote to approve was unanimous.

#3 Dave Beaman, Visual and Media Arts Ed Coordinator, presented information about the first year grants for five schools for the Arts Courses for Educators – Media Arts program.

Moved that the Board approve the grants for five schools to participate in the ACE-Media Arts program for the 2006-07 year for a total of \$27,600.

<u>Cong. Dist.</u>	<u>School</u>	<u># of Teachers on Team</u>	<u>Proposed Funding FY 07</u>
# 3 & 6	NorthWest Suburban Metro Integration District	6	5700.00
# 4 & 6	East Metro Integration District	5	4750.00
# 7	Bemidji Elementary	5	6700.00
# 8	Cloquet Public Schools	5	6650.00
# 8	Pine River	4	3800.00
TOTAL AMOUNT REQUESTED			\$ 27,600.00

Moved by Bob Brandt. Seconded by Penny Johnson. Vote: The vote to approve was unanimous.

- IX. **FOR INFORMATION: OPEN FORUM** – approximately 4:05 PM. No speakers were present.
- X. **FOR INFORMATION:** Report from the Board Development Committee – MaryAnne Wilimek

MaryAnne informed the board about a conference call placed on Tuesday, June 6, 2006 that included Nathan Davis, Emil Angelica, and three members of the Board Development Committee (BDC): MaryAnne Wilimek, Bob Brandt, and Jane McWilliams. MaryAnne apologized to the two other members of the BDC—Roberta Jones and Howard Wilson—who were inadvertently left out when conference call arrangements were made. The conference call was placed so that Emil could briefly review the summarized results of the Board survey and determine the means and timing of presenting the results to the full Board. During the call, it was determined that Emil make a power point presentation to the full Board on June 8, 2006. It was also agreed that a BDC lunch meeting be held on Thursday, June 29th from 12:30 to 2:30 pm at the Perpich Center to discuss Emil's findings and recommendations, as well as to determine the next steps in the board development process. The BDC will report/make recommendations at the August 10th Board meeting.

Following MaryAnne's report, consultant Emil Angelica presented his summarized results of the Board survey.

5 Minute Break

- XI. **FOR ACTION:** Report from the Personnel Committee – Sonja Peterson
Request for Board approval of Personnel Committee's evaluation of and salary recommendation for Executive Director

Sonja Peterson, chair of the Personnel Committee, reported that the committee met with Nathan Davis and reviewed the results of the Executive Director annual evaluation survey. She stated that 98% of the responses rated Nathan's performance in the "meets or exceeds expectations" ranking. Some of the comments on the survey which relate to the Board Development Committee work included:

- It is important for the Board to start long range planning with the Executive Director in

the immediate future.

- There were repeated comments regarding a major concern for the decline in outstate applications and the need to increase outreach and visibility in greater Minnesota.
- Nathan's efforts to unify departments, staff and accountability were commended.
- Nathan's progress toward enhanced communication between all sectors of PCAE and its constituents was commended. Having regular reports at Board meetings from the various departments and curricular areas would be desirable.
- The Board's Limitation Policy needs a method of regular monitoring.

In summary, the Board is highly pleased with Nathan's performance and accomplishments during his first year. In recognition of that, they recommended to the Board that his salary for this next year be increased to the maximum of the salary range for the Executive Director classification. Effective July 1, 2006, this amount would be \$105,131 for the year.

- XII. OTHER: Any items added to agenda at beginning of the meeting - Action item #8 – requests for approval of PDRG proposals.

If time allows, the following additional items will be covered (if we have already reached 5:30, the written version of these reports will be mailed to the Board):

- XIII. FOR INFORMATION: Communication plans based on "audit" – Davis & Katz – Summary of Communications Audit was handed out to Board Members.
- XIV. FOR INFORMATION: Written report from PCAE Foundation – Sue Mackert – Foundation Report was handed out to Board Members.
- XV. Adjournment. Meeting adjourned at 5:05 p.m.