

**Perpich Center for Arts Education (PCAE)  
Board of Directors  
Board Meeting Minutes  
for  
August 10, 2006  
PCAE Campus, GAIA Building**

**1. Meeting Call to Order**

V. Katz, PCAE Board President, called the meeting to order at 3:06 pm.

**2. Roll Call and Introductions**

**Members Present:** Peter Adolphson, Bob Brandt, John Davis, Roberta Jones (left after Agenda item #13), Penny Johnson, Virginia Katz, Alex Plechash, MaryAnne Wilimek, Chris Wilson, Howard Wilson, Kaimay Yuen-Terry.

**Excused:** Kat Knudson, Jane McWilliams, Sonja Peterson.

**Staff/Observers Present:** Diane Aldis, Deb Ambright, Colleen Brennan, Barbara Cox, Nathan Davis, Holly Folkers, Rie Gilsdorf, Steve Greenberg (taking minutes), Mary Harding, Michael Hiatt, Karen Monson, Pam Paulson, Byron Richard (not all were present for the entire meeting).

V. Katz introduced:

- new Board member Alex Plechash, whose bio is on page 1 of the Board Booklet,
- N. Davis's interim Executive Assistant Steve Greenberg, and
- P. Paulson's new Assistant Holly Folkers.

**3. Call for additions to the agenda and for approval of agenda**

**Motion by:** P. Adolphson to approve the agenda for the meeting without any changes.

**Seconded by:** P. Johnson.

**Verbal vote:** passed unanimously.

The agenda was modified later when the meeting proceeded to Agenda item #11. At that point, S. Greenberg noted that he was supposed to have modified the wording of the item on the agenda before the agenda was printed. Per Greenberg's input, the wording of the *Item Description* for item #11 was changed informally (no Board motion/vote) from:

"Vote on daily Pledge of Allegiance in Arts High School" to:

"Vote on waiver of weekly recitation of Pledge of Allegiance in Arts High School"

**4. For Action:** Approval of the minutes from the June 8, 2006 Board meeting

**Motion:** to approve the June 8, 2006 minutes as submitted in the Board booklet.

**Seconded.**

**Verbal vote:** passed unanimously.

**5. For Action:** Appointment of new Board member Alex Plechash to Finance Committee.

Governor Pawlenty's replacement of Dan Reigstad with Alex Plechash as a Board member created a vacancy on the Board Finance Committee.

**Motion by:** H. Wilson to appoint Alex Plechash to fill the vacancy on Finance Committee.

**Seconded by:** P. Adolphson

**Verbal vote:** passed unanimously.

**6. For Information:** New staff appointments.

N. Davis, PCAE Executive Director, mentioned recent and upcoming changes in staffing:

- R. Gilsdorf will be interviewing candidates for a new position of Dean of Students,
- N. Davis will be interviewing candidates to fill the position for his Executive Assistant,
- S. Greenberg is N. Davis's Interim Executive Assistant,
- M. Hiatt has hired Carol Anderson (formerly Receptionist) to Customer Support Specialist in PDR Group,
- P. Paulson has hired Holly Folkers to be her Assistant, and
- Nathan Duffy has been switched from .5 FTE (half-time) to 1.0 FTE (full-time).

**7. For Information:** Finance report.

P. Adolphson chaired a review of the financial reports. Besides the reports mailed to the Board in the Board Booklet, Finance Director D. Ambright distributed and discussed some charts at the meeting. These charts supplemented and presented the already-submitted data in graphical formats.

**8. For Action:** Approval of Professional Development and Research Group action items:

M. Hiatt, Director of Perpich Professional Development and Research Group, made a general introduction of the PDRG "section" of the meeting. Note: Because Finance Committee made all five motions during this section of the agenda, under *Robert's Rules*, the people who seconded these motions were all **not** members of Finance Committee.

- a. pARTner School Program: Approve grants for four school sites.

**Motion by:** Finance Committee that the Board of the Perpich Center for Arts Education approve four pARTner program grants to the schools listed below in the amounts specific for Fiscal Year 2007.

Albert Lea High School	\$18,000
Elk River High School	\$30,000
Thief River Falls Lincoln High School	\$30,000
Westbrook/Walnut Grove High School	\$30,000
Total Amount Requested:	\$108,000

**Seconded by:** B. Brandt.

**Verbal vote:** passed with one recusal.

(C. Wilson recused because at least one of the four school sites is in her congressional district.)

- b. Arts & Schools as Partners (ASAP) Program: Approve grants for new and renewing sites.

**Motion by:** Finance Committee that the Board of the Perpich Center for Arts Education approve new and returning site ASAP grants to the schools listed below in the amounts specific for Fiscal Year 2007.

**New Sites:**

Irondale High School	\$5,500
Main Street School of Performing Arts	\$5,500
Marcy Open School	\$5,500
Mississippi Creative Arts Magnet	\$5,500
Stevens Elementary School	\$5,500
Total for new grants:	\$27,500

Funding to come from McKnight Grant funds \$10,000, State funds \$17,500

**Renewing Sites:**

Bemidji Middle School	\$5,500
Interdistrict Downtown School	\$5,500
Lakeview School	\$5,500
Guadalupe Alternative Programs	\$5,500
Valley View Elementary	\$5,500
Total for renewing grants:	\$27,500

Total amount requested (new and renewing sites): \$55,000

**Seconded by:** B. Brandt.

**Verbal vote:** passed with two recusals.

(P. Adolphson and M. Wilimek recused because at least one of the specific new and renewing school sites is in each of their congressional districts.)

During discussion of this agenda item, B. Cox distributed and introduced Board members to the book *Artful Teaching & Learning Handbook*.

- ⇒ **NOTE:** For those interested, the web address for *Artful Online* (a request for the address was made during the meeting) is:

[http://opd.mpls.k12.mn.us/Perpich\\_Center\\_for\\_Arts\\_Education\\_Artful\\_Online.html](http://opd.mpls.k12.mn.us/Perpich_Center_for_Arts_Education_Artful_Online.html)

- c. ASAP Program: Approve the issuing of RFPs for peer coaches.

**Motion by:** Finance Committee that the Board of the Perpich Center for Arts Education approve Request for Proposals to be offered for Arts and Schools As Partners Peer Coaches in the amounts specific for Fiscal Year 2007.

Up to 10 ASAP peer coach consultant positions will be available.

Contracts will generally be between \$4,500 and \$20,000 with an expectation of at least 90-400 hours of work during the course of the contract period.

Specific arrangements will be made with each contractor based on duties required.

**Seconded by:** K. Yuen-Terry.

**Verbal vote:** passed unanimously.

- d. ASAP Program: Approve a Joint Powers Agreement with Minneapolis Public Schools for the Minnesota Arts Education Network.

**Motion by:** Finance Committee that the Board of the Perpich Center for Arts Education approve a Joint Powers Agreement to Minneapolis Public Schools for the Minnesota Arts Education Network: Artful Teaching & Learning dissemination and development through the Arts and Schools as Partners program in the amount specific for Fiscal Year 2007.

Total Amount Requested

\$18,048.16

**Seconded by:** B. Brandt.

**Verbal vote:** passed unanimously.

- e. Quality Teaching in the Arts Regional Networks: Approve awarding contracts for facilitating QTN. [NOTE: Requests for Proposals (RFPs) were approved by Board at 06/08/06 meeting.]

**Motion by:** Finance Committee that the Board of the Perpich Center for Arts Education approve Contracts for facilitation of Quality Teaching in the Arts Regional Networks listed below in the amounts specific for Fiscal Year 2007.

Primary Consultant for Facilitation and Publication: Cheryll Ostrum	\$95,000
Multi-media Resource Production Coordinator: Nancy Mason Hauser	\$65,000
SE Network, Panel & In-School Laboratory Facilitator: Sally Gibson	\$37,000
NW Network and Panel Facilitator: Kathy Grundei	\$30,000
NE Network, Panel Facilitator: Zane Schaefer	\$30,000
Support Person for Arts QTN/QTAs: Sarah La-Rose-Holland	\$20,000
Total Amount Requested	\$277,000

**Seconded by:** B. Brandt.

**Verbal vote:** passed with one abstention.

(J. Davis' abstention recorded by name, as per his request.)

The contracts for the facilitators will begin on 09/01/06 and end on 06/30/07.

- ⇒ **NOTE:** In the future, with presentations and resolutions that include salaries and hourly rates to-be-paid to consultants, Board members request that market values ("going rates") be included in the presentation so that Board members can consider how proposed payments compare to industry standards and/or practices.

**9. For Action:** Vote on acceptance of the Department of Education grant.

**Motion:** that the Board of the Perpich Center for Arts Education accept an interagency agreement in the amount of \$44,940 from the Minnesota Department of Education to support the Quality Teaching Network. The agreement will begin on August 1, 2006 and end June 20, 2007.

Primary responsibilities include:

1. Develop and conduct research-based best practices... [see page 51 of the August 10, 2006 Board Booklet for the complete text].
2. Provide on-going support to arts teachers... [see page 51 of the August 10, 2006 Board Booklet for the complete text].

Total Interagency Agreement

\$44,940

Seconded by: M. Wilimek.

Verbal vote: passed unanimously.

**10. For Action:** Vote on official Arts High School calendar.

**Motion by:** P. Johnson that the Board of the Perpich Center for Arts Education approve the official Arts High School calendar for the 2006-07 year.

**Seconded by:** C. Wilson.

**Verbal vote:** passed unanimously.

In comparison with the calendar last year (2005-06), this calendar adds eight school days to the instruction year. The added days will not translate into any added pay for teachers. Dormitory staff and members of the Security Team, however, will be paid specifically for those eight added days, which constitutes an increase in wages paid to them for the year.

**11. For Action:** Vote on waiver of weekly recitation of Pledge of Allegiance in Arts High School.

**Motion by:** B. Brandt that the Board of the Perpich Center for Arts Education approve, as in years past, the waiver of the pledge of allegiance requirement in the Arts High School.

**Seconded by:** R. Jones.

**Verbal vote:** passed with three opposed.

(Nay votes by P. Adolphson, P. Johnson, and A. Plechash recorded by name, as per their requests.)

⇒ **NOTE:** For future resolutions regarding the waiver of the Pledge of Allegiance requirement, Board members requested that data be presented to indicate where Arts High School (AHS) stands among the rest of Minnesota schools on this issue.

**12. For Information:** Report on DELTA (Designing Education, Learning, Teaching through Assessment) conference in Los Angeles.

C. Brennan, M. Harding, and P. Paulson talked about their experiences at the recent DELTA conference in Los Angeles.

**13. For Information:** Open forum began at 4:35 pm during which two Perpich staff spoke:

- K. Monson, Chair of the Visual Arts Department, suggested that there be a forum once or twice each year during which AHS teachers may address the Board to give Board members a better understanding of who our teachers are, what they do, and what is a teacher's experience here. Perhaps present *Academics* teachers at one meeting and *Arts* teachers at another.

- P. Paulson, Deputy Director of PCAE, notified all present that on Thursday, August 31, artwork by AHS students will be on display at the Department of Education booth at the Minnesota State Fair. AHS students will be present at the booth starting around 2:00 pm.

**14. For Action:** Report and recommendations from Board Development Committee.

MaryAnne Wilimek, Chair of Board Development Committee (BDC), chaired this agenda item to discuss four recommendations submitted by Emil Angelica, a consultant from Community Consulting Group (CCG), and to consider three motions brought to the Board by BDC.

- Implement Phases II and III of the board development plan from CCG.

**Motion by:** BDC that the Board of Directors approve the expenditure of \$5,000 to initiate and implement Phases II and III of the original board development proposal submitted by Community Consulting Group.

**Seconded by:** K. Yuen-Terry.      **Verbal vote:** passed with one abstention.

(C. Wilson's abstention recorded by name, as per her request.)

Phases II and III involve a Board orientation process, Board policies, and committees structure. These two phases will be done within a three-month timeframe.

- Implement a strategic planning process for PCAE.

**Motion by:** BDC that the Board of Directors approve that PCAE Board implement a strategic planning process. Planning will begin at the September Board meeting.

**Seconded by:** A. Plechash.      **Verbal vote:** passed unanimously.

Board members noted that if the Board implements strategic planning, the departments of the agency could align their planning processes using the same mode.

- Issuing RFPs for proposals to implement strategic planning at PCAE.

**Motion by:** BDC that the Board of Directors issue an RFP (Request for Proposals) to get proposals to initiate and implement a strategic planning process for PCAE. (Note: The Committee already has one proposal from CCG, and would ideally like to have at least one or more additional proposals to consider.)

**Board response:** No action taken by the Board on this third motion at the meeting. N. Davis indicated that he will attempt to gather information about strategic planning options for the next Board meeting, specifically data on various resources, consultants, costs, etc.

**15. For Information:** Executive Director's Report.

Executive Director Davis noted that many of the issues that might have needed to be covered in an Executive Director's report had already been handled in previous agenda items. He called the Board's attention to the brochure entitled *Governor's Commission on the Arts in Education* prepared by Governor Mike Huckabee of Arkansas for the Education Commission of the States. Davis pointed out that much of the arts education work called for in this report is already being done at the Perpich Center and that the Perpich Center needs to get this message out to the public.

**16. Other**

No other items were added to-be-discussed or considered at this time.

**17. Adjournment by:**

V. Katz. at 5:40.

**Perpich Center for Arts Education (PCAE)**

**Board of Directors  
Board Meeting Minutes  
for January 11, 2007**

**In the "Large Glass Box" of GAIA**

**1. Meeting Call to Order**

V. Katz, PCAE Board Chair, called the meeting to order at 3:03 pm.

**2. Roll Call and Introductions**

**Members Present:** Peter Adolphson, Ardie Gallant, Penny Johnson, Roberta Jones, Virginia Katz, Sonja Peterson, Alex Plechash, Chris Wilson, Howard Wilson, and Kaimay Yuen-Terry.

**Excused:** MaryAnne Wilimek.

**Guests Present:** Staff: Dave Beaman, Nathan Davis, Rie Gilsdorf, Steve Greenberg, Mike Hiatt, and Pam Paulson.

V. Katz asked Board to consider an informal dinner gathering after the February 8, 2007 meeting to thank John Davis and Jane McWilliams for their service to the Perpich Board of Directors. (Davis's and McWilliams's terms ended January 1, 2007.) N. Davis and A. Plechash volunteered use of their homes pending "concurrence" of their wives. The Board will consider the options and decide before the February meeting.

**3. For Action:** Call for additions to the agenda, followed by request for approval of agenda.

V. Katz requested to add a sub-item to agenda item #5. "5A" became the original item, and "5B" added *Discussion about the Legislative Liaison Committee of the PCAE Board of Directors*.

**Motion by:** H. Wilson to approve the agenda with the above addition.

**Seconded by:** P. Adolphson.

**Verbal vote:** passed unanimously.

**4. For Action:** Approval of the minutes from the December 14, 2007 Board meeting.

**Motion by:** S. Peterson to approve December 14 minutes as submitted (no changes).

**Seconded by:** K. Yuen-Terry.

**Verbal vote:** passed unanimously.

**5. For Action:** Original agenda item #5 (during agenda review—see #3 above—item #5 was changed to 5A and 5B) was: **For Action** but at meeting became: **For Information**.

**5A:** Board Development Committee (BDC) would like to find a new member for their committee. A vacancy was created when Committee member Jane McWilliams's Board term ended with the December 2006 meeting.



At this meeting, nobody was identified to join BDC, but there was discussion about the work remaining for this school year, and ways to help the Committee. Remaining tasks:

- a. Create monitoring/evaluation policies.
- b. Amend bylaws in light of changes in policies from past few months.
- c. Review and evaluate proposals submitted in response to RFP for Board strategic planning process.

Options/ways to achieve tasks:

- a. Re: #a and #b above, N. Davis to work with Emil Angelica (Community Consulting Group) and M. Wilimek (BDC Chair) on process to create monitoring policies and update bylaws. This work will be on February 8 Board agenda.
- b. Initiate strategic planning process, beginning with evaluating proposals submitted by interested consultants in response to RFP. Suggested at meeting: an ad hoc committee could evaluate proposals on behalf of BDC.
- c. In interest of filling vacancies on Board committees, during February 8 meeting, membership of committees (Board Development, Finance, Personnel, and Legislative Liaison) will be determined, with Board members deciding on which committees they wish to serve for 2007. Current committee chairs will have an opportunity to indicate whether or not they'd like to continue in this capacity.

**5B:** Discussion about the Legislative Liaison Committee (LLC) of the PCAE Board of Directors.

The LLC needs more structure to move forward—what is its charge, and how does this translate into specific activities? Of the current Board members, P. Adolphson and K. Yuen-Terry are on this committee (it was originated with more members whose Board terms have since expired).

The purpose of this committee is to assist Perpich in forming positive relationships with MN legislators, and influence them to enact decisions favorable to this agency. Some suggested activities:

- a. PCAE could participate in the Lobbying Day of the MN Citizens for the Arts. (Their Lobby Day will be Thursday, March 8.)

- b. N. Davis will contact LLC members re: how they might help Perpich during the 2007 Legislative Session (already in session).

**6. For Information:** Presentation by Dave Beaman, PDR Visual & Media Arts Coordinator, on PDR's Comprehensive Arts Planning Program (CAPP).

Notes & Highlights from Presentation:

- a. Work of CAPP may be summarized by "empowerment."
- b. It brings together stakeholders in a school arts plan.
- c. Through CAPP, a school or district develops an arts plan.
- d. CAPP leaders learn to tap into PCAE resources and opportunities.
- e. Part of process is to develop a 5-year plan that requires ratification by local school board in order to be endorsed and implemented.
- f. To-date, over 230 school districts have participated in CAPP.

**7. For Information:** Presentation by Michael Hiatt, Director of PDR, on PDR's work with Minnesota Department of Education (DOE), including legislative initiatives.

Notes & Highlights from Presentation:

- a. M. Hiatt serves as Perpich liaison to MN DOE.
- b. Hiatt is working with DOE on DOE's program for high school re-design.
- c. With DOE, Hiatt emphasizes that arts are an important piece of the full picture of education.
- d. Perpich is like a "younger sister" to DOE.
- e. Perpich has gained the respect of DOE.
- f. Perpich is not a regulatory agency (DOE is), but Perpich is in a position (due to strategic relationships and reputation) to influence regulatory agencies.
- g. MN is among the top five states in the nation where the arts are close to being a core subject.

**8. For Information:** Report of Nominating Committee to identify candidates for Board president and vice president.

Nominating Committee identified V. Katz as candidate for president and H. Wilson for vice president; they are both up for one more year since these positions are limited to two-year terms. The vote will take place at the February Board meeting.

**9. For Action:** Request Board approval to submit proposal to National Endowment for the Arts for grant money to be part of NEA's Cooperative Agreement program. The grant money is available to prospective organizations that wish to collaborate with NEA to manage and administer an Education Leaders Institute.

Presenter P. Paulson explained that this is a new NEA program, and that Minnesota is a large recipient of NEA funds. For this program, NEA is seeking organizations that will "shine" in an area that represents a new pilot project. Paulson also mentioned that among other organizations that might apply for the grant, Perpich is unique in that it has an arts school onsite.

Dana Gioia, Chair of NEA, has said [quote included for edification, not relevance to this agenda item]:

We cannot prepare someone to be a productive citizen of a free society if the only thing we do is prepare them for standardized tests.

**Motion by:** S. Peterson to approve PCAE applying for NEA grant so that PCAE may manage and administer an Education Leaders Institute.

**Seconded by:** P. Johnson.

**Verbal vote:** passed unanimously.

- 10. For Information:** Finance Committee presented more details about the new funding Perpich has requested in its 2007-2009 Biennium Budget proposal.

On page 5 of the handout, there is a chart showing College Readiness as Measured by ACT Exam.

Questions/technical points/suggestions:

- a. On page 5 of handout, a chart presents data for PCAE Arts High School (AHS) and Minnesota students on *College Readiness as Measured by ACT Exam* in four unique subject areas, plus all four subject areas combined. Suggestion made to add columns to present the pertinent data that indicates:
  - i. MN students are above the national average, and
  - ii. AHS students are above MN average.
- b. Line item *Continuation of Services* on chart *State of Minnesota Change Items* (page 6 of handout) does not represent direct inflation; it represents what each PCAE program requires to continue at its current level.
- c. Question about the discrepancy in figures: On handout page 7, *Agency Overview* base budget for 2008 is \$6,623K, but *Total General Fund in 2008 Base Budget* column on page 9 is \$6,510K. The difference is that \$6,623 includes the budgeted amount for all paid positions; \$6,510 includes only the actual amount of all filled, paid positions (some staff/faculty positions are currently vacant).

- 11. For Information:** For Information: Open Forum at approximately 3:45 pm.

None of guests present had items to present.

- 12. For Information:** Executive Director's report.

Some highlights of report:

- a. Handed out DVD on Arts Education Partnership (AEP) for Board members to view at home.
- b. In recognition of their commitment and work during their Board terms, the Board would like to give John Davis and Jane McWilliams student art. S. Greenberg attended the recent student art opening at Perpich with the intent to purchase two pieces on behalf of the Board, but was unable to find anything suitable. The search continues....
- c. Governor Pawlenty's newly appointed appointments secretary, Anne Peruccini, will be a guest (and on the agenda to talk about her position and answer questions) at the February 8 Board meeting.
- d. N. Davis will prepare a list for current Board members of Board positions that remain vacant.

13. Meeting adjourned at 5:16 pm.

**To:** Perpich Center for Arts Education  
Board of Directors

**CC:** Nathan Davis (Executive Director), Rie Gilsdorf (AHS Principal), Mike  
Hiatt (Director of PDR), Pam Paulson (Deputy Director), and  
Administrative Council

**From:** Steve Greenberg  
Assistant to the Executive Director

**Date:** January 4, 2007

**Subj:** Board Booklet for January 11, 2007 Board Meeting

Enclosed please find the agenda and booklet for the January 11, 2007  
PCAE Board Meeting.

## **Table of Contents for January 2007 Board Booklet**

	<u>Page(s)</u>
Agenda for January 11, 2007 Board Meeting .....	front matter
Announcement of Appointment of Ardythe Gallant to PCAE Board .....	1
Board Meeting Minutes from December 14, 2006 Meeting .....	3-12
Request for Authorization to Apply for NEA Cooperative Agreement Grant to Hold an Education Leaders Institute .....	13-14

**PCAE BOARD MEETING AGENDA**  
**at 3:00 PM on January 11, 2007**  
**Glass Box, GAIA Building**

1. Call to Order.
2. Roll Call and Introductions.  
Welcome new Board member Ardythe J. Gallant; page 1 in Board booklet.
3. **For Action:** Call for additions to agenda, followed by request for approval of agenda.
4. **For Action:** Call for approval of minutes for December 14, 2006 Board meeting.  
Pages 3-12 in Board booklet.
5. **For Action:** Board Development Committee would like to find a new member for their committee. A vacancy was created when Committee member Jane McWilliams's Board term ended with the December 2006 Board meeting.
6. **For Information:** A presentation on PDR's Comprehensive Arts Planning Program (CAPP).  
Presenter: David Beaman, PDR Visual & Media Arts Education Coordinator.  
**Handouts will be distributed at Board meeting.**
7. **For Information:** A presentation on PDR's work with Minnesota Department of Education, including legislative initiatives.  
Presenter: Michael Hiatt, Director of PDR.
8. **For Information:** Report of Nominating Committee to identify candidates for Board pres. and vice pres. The actual vote will take place at the February 8, 2007 PCAE Board meeting.  
Presenter: Nominating Committee.
9. **For Action:** Request Board approval to submit proposal to National Endowment for the Arts for grant money to be part of NEA's Cooperative Agreement program. The grant money is available to prospective organizations that wish to collaborate with NEA to manage and administer an Education Leaders Institute.  
Presenter: Pamela Paulson, PCAE Deputy Director.  
Pages 13-14 in Board booklet.  
**Handouts will be distributed at Board meeting.**

Continued on next page ➡

10. **For Information:** Finance Committee will present more details about the new funding Perpich has requested in its 2007-2009 Biennial Budget [FY 2008 (2007-2008 school year) and FY 2009 (2008-2009 school year)] budget proposal.

Presenter: Nathan Davis, Exec. Dir., or Peter Adolphson, Chair of Finance Cmte.

**Handouts will be distributed at Board meeting.**

11. **For Information:** Open Forum at approximately 3:45

Anyone who wishes to address the Board may do so at this time. Remarks should be kept to five minutes.

12. **For Information:** Executive Director's Report

- Perpich Affiliation with Arts Education Partnership, including a 10-minute DVD on AEP.

Presenter: Nathan Davis.

**Handouts will be distributed at Board meeting.**

13. Adjournment

## **GOVERNOR PAWLENTY APPOINTS GALLANT TO THE PERPICH CENTER BOARD**

**Saint Paul** – Governor Tim Pawlenty today announced the appointment of Ardythe J. Gallant to the Board of the Perpich Center for Arts Education.

Ardythe J. Gallant, of Minneapolis, is the president and founder of Ardie & Friends, LLC, in Minneapolis. In addition, she works as a freelance calligrapher and graphic designer. Gallant also teaches classes to children and adults on art-related topics. She is a resident of the 5<sup>th</sup> Congressional District and is appointed to four-year term on the board which ends January 3, 2011. Gallant fills the seat formerly held by Mohammed Lawal.

The Perpich Center for Arts Education is located in Golden Valley. The Perpich Center includes the Arts High School, which is a tuition-free public high school for 310 students in grades 11 and 12. The Center also conducts research into arts education and acts as a resource for schools, teachers, students, and artists. The Center is governed by a board of 15 members appointed by the Governor.





**Perpich Center for Arts Education (PCAE)**

**Board of Directors  
Board Meeting Minutes  
for December 14, 2006**

**In the "Large Glass Box" of GAIA**

**1. Meeting Call to Order**

V. Katz, PCAE Board President, called the meeting to order at 3:05 pm.

**2. Roll Call and Introductions**

**Members Present:** Peter Adolphson, Robert "Bob" Brandt, John Davis, Penny Johnson, Virginia Katz, Jane McWilliams, Sonja Peterson, Alex Plechash, Chris Wilson, Howard Wilson, and Kaimay Yuen-Terry.

**Excused:** Roberta Jones and MaryAnne Wilimek.

**Guests Present:** Consultant: Emil Angelica. Staff: Nathan Davis, Pam Paulson, Mike Hiatt, and Steve Greenberg. Faculty: Christina Colvin, Janice Hunton, Matt Mayfield, and Eric Nelson.

**3. For Action:** Call for additions to the agenda, followed by request for approval of agenda.

**Motion by:** R. Brandt to approve agenda for this meeting with one process specified (item *a* below) and one addition (item *b* below):

- a. A suggestion by V. Katz regarding how to process agenda item #7. During the previous meeting (November 9), Board Development Committee (BDC) recommended three actions regarding Board subcommittees: creating a Legislative Liaison Committee (1), and eliminating Executive Committee (2) and Programs Committee (3).

Due to much concern focused mostly on whether to retain or eliminate Executive Committee, this item was tabled in November for the December meeting. During the interim time, BCD would further consider, via email, pro and con opinions to the proposed committee modifications, especially re: Executive Committee. V. Katz explained that when item #7 comes up, in the interest of clarity and efficiency, the BDC proposed actions regarding committees would be separated into three unique discussions—one for each committee involved.

- b. Addition of an item at end of meeting by V. Katz for the Board to request that the Board Nominating Committee prepare a slate of candidates for chair and vice-chair of the Board. Slate to be presented at the January meeting.

Seconded by: P. Adolphson.

Verbal vote: passed unanimously.

4. **For Action:** Approval of the minutes from the November 9, 2006 Board meeting.

**Motion by:** P. Adolphson to approve November 9 minutes as submitted (no changes).

Seconded by: K. Yuen-Terry.

Verbal vote: passed unanimously.

Board appreciation was expressed to S. Greenberg for organization and clarity of monthly Board packets; functional Board binders assembled and then distributed to members at November meeting; and clear, comprehensive, and timely meeting minutes. (Speaking of *timely*, S. Greenberg is blushing lightly as he continues to type these minutes past midnight on Friday morning, December 29!)

5. **For Action:** Approve PDR's recommendation for a contractor to work with PDR to evaluate the QTA program. (The related RFP was approved for distribution at the October Board meeting.)

**Motion by:** R. Brandt to approve PDR's recommendation to award contract in the amount of \$80,880.00 to The Improve Group (one of five consulting firms that submitted proposals in response to PDR RFP) to evaluate QTA program.

Seconded by: P. Johnson.

Verbal vote: passed unanimously.

6. **For Action:** Board Development Committee's recommended actions with regard to the nine policies that specify the limitations of the powers of the Executive Director.

Notes:

1. Presented by E. Angelica in M. Wilimek's absence.
2. Point of order: When a committee such as Board Development Committee presents items, such as proposed policies, to be approved by the full PCAE Board of Directors, the motion is understood to be made by that committee (in this case, BDC). However, these nine proposed policies were "discussed" via email by members of BDC to come to a consensus on each item without formal voting. Therefore, each motion was made by an individual Board member and not BDC.
3. Regarding the full text of each proposed policy as presented in the December 14, 2006 Board packet, the Board was asked to consider for approval all the **bold+underlined text** and the standard (non-bold, non-underlined, and non-italic) text, and to ignore any (*text in parentheses+italics*).
4. Any behavior or action that is affected by a Board policy is also under the primary governance of Minnesota State guidelines, rules, and laws.
5. Prior to the following nine proposed policies, Perpich Executive Director was limited by a one-page policy that specified 15 Agency operations for which he/she was neither authorized nor held accountable. This *Limitation Policy* was initially adopted on 02/19/04, then revised on 05/28/04, and adopted again on 06/10/04.

6. Angelica explained that among the 15 operations in the current one-page *Limitation Policy*, four are not replicated (have no parallels) in the nine proposed policies. If the nine are approved, they will replace the current, one-page policy. These four stipulated limitations that could soon be “retired” are (as they appear in the current *Limitation Policy*):

- Item #8. [The Executive Director shall not] Reallocate more than \$50,000 of the approved budget in a fiscal year without Board approval.
- Item #10. [The Executive Director shall not] Accept grants or gifts that exceed \$5,000 without prior Board approval.
- Item #11. [The Executive Director shall not] Award contracts for services that exceed \$15,000 without prior Board approval. (Note: E. Angelica explained that although proposed new policy #6 might appear to address the intent of this current item #11, proposed policy #6 disallows the ED from making *expenditures* above a specific limit; item #11 relates to limiting the awarding of *contracts* (not expenditures).
- Item #12. [The Executive Director shall not] Dispose of real property with a value of more than \$5,000 without Board approval and guidance from the Department of Administration.

**Nine Executive Limitations Policies:**

**Policy #1:** General Executive Constraint—The Executive Director shall not cause or allow any practice, activity, decision or organizational circumstance which is either imprudent or in violation of commonly accepted business and professional ethics. [Followed by a list of the titles of the remaining 8 proposed policies.]

**Motion by:** R. Brandt asking Board to approve policy #1.

**Seconded by:** H. Wilson.

**Verbal vote:** passed unanimously.

**Policy #2:** Staff Treatment—With respect to treatment of paid and volunteer PCAE staff, the Executive Director may not cause or allow conditions, which are illegal, inhumane, unfair, or undignified. [Followed by four specific, related activities that are not allowed.]

**Motion by:** R. Brandt asking Board to approve policy #2.

**Seconded by:** P. Johnson.

**Verbal vote:** passed unanimously.

**Policy #3:** Compensation and Benefits—With respect to compensation and benefits to employees, consultants, contract workers and/or volunteers, the Executive Director may not jeopardize PCAE’s fiscal integrity or public image. [Followed by four specific, related activities that are not allowed.]

**Note:** With this policy, *public image* could be compromised, for example, by conflict of interest issues. In general, even if activity related to compensation and benefits is clearly legal, ED must look beyond

legal limits and fiscal integrity to minimize the opportunity(ies) for anyone now or in the future to question said activity.

**Motion by:** J. McWilliams asking Board to approve policy #3.

**Seconded by:** P. Johnson.

**Verbal vote:** passed unanimously.

**Policy #4:** Financial Planning—With respect to financial planning (budgeting for all or any remaining part of a fiscal period), the Executive Director may not jeopardize PCAE programmatic or fiscal integrity. [Followed by five specific, related activities that are not allowed.]

**Note:** Per PCAE Executive Director N. Davis, Brian Steeves, PCAE's Senior Executive Budget Officer, concurs with this policy. This is a concrete example of Board governance ultimately operating under the purview of the State of Minnesota.

**Motion by:** K. Yuen-Terry asking Board to approve policy #4.

**Seconded by:** J. McWilliams.

**Verbal vote:** passed unanimously.

**Policy #5:** Financial Condition—With respect to the actual, ongoing condition of PCAE financial health, the Executive Director may not expend funds outside of Board-approved budgets or otherwise jeopardize fiscal integrity. [Followed by six specific, related activities that are not allowed.]

**Notes:**

1. An example of an activity that could jeopardize financial health is for ED to make financial commitments beyond the scope of the approved budget.
2. The sixth specific, related activity mentioned under this policy states the ED may not "6. Allow actual expenditures to deviate materially from board priorities in the Strategic Plan and annual goals except as otherwise required by State of Minnesota negotiated contracts."

This is an example of an instance in which State guidelines overlap Board (proposed) policy, in that a State contract may legitimately put PCAE askew of the Board- and State-approved budget.

**Motion by:** R. Brandt asking Board to approve policy #5.

**Seconded by:** J. McWilliams.

**Verbal vote:** passed unanimously.

**Policy #6:** Asset Protection—With respect to proper stewardship of PCAE assets, the Executive Director may not risk losses beyond those necessary in the normal course of business. [Followed by five specific, related activities that are not allowed.]

**Motion by:** P. Johnson asking Board to approve policy #6.

**Seconded by:** R. Brandt.

**Verbal vote:** passed unanimously with the following friendly amendments by R. Brandt:

Discussion identified some wording changes to item #3 in the list of specific, related activities that are not allowed. It was also noted that the limit in item #3a used to be \$15,000, and nobody on Board seemed to know how the proposed figure \$17,000 was derived in 2004. N. Davis noted that during his past first 1.5 years at Perpich, he has never felt constrained by the \$15,000 limit.

With amendments, the approved policy #6 states (amended text is underlined and ~~crossed-out~~ only in these minutes for clarity):

- “3. Unnecessarily expose PCAE, its board or staff to claims of liability, including but not limited to the following.
- a. Make any single purchase or award any contract greater than ~~\$17,000~~ \$20,000 or allowed by the State of Minnesota whichever is less unless approved in the budget process or by separate board action.
  - b. Make any ~~purchase~~ expenditure over \$5,000 or in accordance with State of Minnesota purchasing or contracting requirements whichever is more restrictive without obtaining written competitive bids.”

- Notes:**
- 1. As a point of information, N. Davis explained that Board members are currently covered by an indemnity insurance policy provided through the State of Minnesota.
  - 2. Davis plans to provide the Board with more information on Board-related liability and insurance.

**Policy #7:** Communication and Counsel to the Board—With respect to providing information and counsel to the board, the Executive Director may not cause or allow the board to be uninformed or misinformed. [Followed by three specific, related activities that are not allowed.]

**Motion by:** H. Wilson asking Board to approve policy #7.

**Seconded by:** P. Johnson.

**Verbal vote:** passed unanimously.

**Policy #8:** Grant Making Process—With respect to the annual grant-making process, the Executive Director may not authorize grants outside of the Board designated funds and guidelines. [Followed by five specific, related activities that are not allowed.]

**Motion by:** R. Brandt asking Board to approve policy #8.

**Seconded by:** P. Adolphson.

**Verbal vote:** passed unanimously with friendly amendment as specified in Note #4 below:

- Notes:**
- 1. Discussion noted that this policy refers to *awarding* grants, and not *receiving* grants. During agency audits, auditors may scrutinize organizational files and meeting minutes to verify that Board has approved not only to award and distribute grants

by agency, but also decisions by agency to accept and enter into contract to receive and use grant monies. The Board will add a policy to cover grant receipts—perhaps asking BDC to draft one for the January 2007 Board meeting.

2. E. Angelica explained that item #5 of the specific, related activities that are not allowed is included to stipulate that when available grants are publicized, the language of said announcements must be clear enough so potential applicants may (a) ascertain whether or not they are eligible for the grant, and (b) understand what is required in the application in order to submit a competitive proposal.
3. Unless guidelines for a specific grant stipulate who, other than the ED, will decide to whom the grant will be awarded, the ED may award grants within specific limits without notifying the Board in advance.

An identified concern (i.e., for a future Board agenda item) is that the Board needs to set guidelines so the ED knows when and how to involve the Board in awarding grants.

4. The amendment to the original motion involved changing the language in the list of five related activities that are not allowed. Specifically, change all three instances of “Make grants” to “Award grants.” The rationale is that PCAE would not be *creating* grants (one meaning of the word *make*); PCAE would *award* existing grant monies.

With the amendment, the approved policy #8 states (modified text is underlined and ~~crossed-out~~ only in these minutes for clarity):

“Accordingly, s/he may not:

1. ~~Make~~ Award grants that exceed the annually established funding by category.
2. ~~Make~~ Award grants that commit PCAE beyond the fiscal year.
3. Grant any funds restricted by the Board for other use.
4. ~~Make~~ Award grants that deviate materially from Board established priorities in the Strategic Plan and budget.
5. Fail to give potential grantees the information and guidelines needed to:
  - a. Self-determine grant eligibility status, and
  - b. Submit a competitive proposal.”

**Policy #9:**

Communication to the Community—With respect to providing information to the media/community, the Executive Director may not

cause or allow the board's position to be misinterpreted or deviated.  
[Followed by one specific, related activity that is not allowed.]

**Motion by:** J. McWilliams asking Board to approve policy #9.

**Seconded by:** H. Wilson. **Verbal vote:** passed unanimously with friendly amendment as specified after four notes listed below:

- Notes:**
1. Recognizing that the position of ED of PCAE may embody a certain amount of notoriety and respect, this policy addresses the Executive Director giving information that has no connection with PCAE to the public and/or media—the ED must get prior Board approval to do so.
  2. It should be evident from this policy that the ED may not represent PCAE in situations described in the policy. For example, as ED of PCAE, the ED may not support a specific political stance or candidate.
  3. To what degree may the Board restrict the free speech of the ED? Perhaps the Board could list some guidelines with this policy.
  4. The Board asked N. Davis to seek an opinion on the wording and intent of this policy from the office of the State Attorney General.

With the amendment, the approved policy #9 states (modified text is underlined and ~~crossed-out~~ only in these minutes for clarity):

“Accordingly, s/he may not:

Speak to the media/community as Executive Director of the Agency on issues that have little to no connection to the mission of the organization or are not pertinent to the field, unless otherwise given approval to do so by the board.”

**7. For Action or Information:** Board Development Committee's recommended actions with regard to the Programs, Legislative Liaison, and Executive Committees.

**Note:** E. Angelica presented in M. Wilimek's absence.

Programs Committee

**Motion by:** R. Brandt to approve eliminating the Programs Committee.

**Seconded by:** A. Plechash. **Verbal vote:** passed unanimously.

**Note:** In its history, this committee hasn't undertaken any projects. In addition, PCAE programming is the responsibility of staff.

Legislative Liaison Committee

**Motion by:** R. Brandt to create a Board Legislative Liaison Committee.

**Seconded by:** J. McWilliams. **Verbal vote:** passed unanimously.



**Note:** This committee would work on legislative matters and relationships that affect PCAE, and be responsible to educate PCAE stakeholders as appropriate.

Executive Committee

**Motion by:** Board Development Committee to retain the Executive Committee.

**Seconded by:** S. Peterson. **Show-of-hands vote:** defeated: 3 *ayes*, 6 *nays*.

**Note:** Con and pro opinions listed below are in addition to the opinions voiced during November Board meeting when topic of retaining/eliminating Executive Committee (EC) was initially brought to this Board. Opinions raised at this December meeting are not listed here if those opinions were also raised at November meeting, and listed in November Board meeting minutes.

Con Opinions: eliminate the Executive Committee

1. Concerned about perception; keeping it maintains or connotes a two-tiered governance system; does not promote values of inclusivity, cohesion, trust, respect, and desire for mutual involvement; team building in an organization is enhanced by a horizontal, not vertical decision-making configuration.
2. Nobody present could remember an instance when EC has been necessary.

Pro Opinions: retain the Executive Committee

1. EC is a fallback in an emergency—not part of a hierarchical structure.
2. If one problem has been lack of decision-making power given to EC, Board could give EC specific authority.
3. Offers flexibility.
4. We should assume the ED and Board would use the EC responsibly.

**Note:** Due to decision to eliminate EC, PCAE bylaws need to be modified.

**8. For Information:** For Information: Open Forum at approximately 3:45.

None of guests present had items to present.

**9. For Information:** Panel Presentation of Four Arts High School Teachers: Christina Colvin and Eric Nelson from the Math Department, and Janice Hunton and Matt Mayfield from the Music Department (continuation of faculty presentations to Board—began at November 2006 meeting in response to earlier request by head of Art Department K. Monson to have opportunity for faculty to present to Board examples and info reflecting the learning experience at Arts High School.

Some salient points involving study of mathematics/geometry:

1. Math teachers tie study of mathematics with art (e.g., depicting word problems, creating geometric designs).
2. Not only teach specific math skills—teach problem-solving skills.
3. Perpich students often approach problems with different processes from what one might expect from a non-arts-centered student body.
4. Working as a group seems to increase retention.
5. Students are shown relevance through presentations of the history of math and geometry, and their uses in religion, architecture, and daily life.
6. Students are shown how and why concepts and constructs work, and how they were discovered.
7. To keep in mind: Art students do fine with math!

Some salient points involving study of music:

1. There are seminars and ensembles on world music (promote diversity, multiculturalism).
2. Learn how music and architecture are related through history.
3. Three specific focus areas:
  - music skills and tools,
  - personal voice (in terms not only of singing, but also expression), and
  - responsibility for excellence in, and dedication to, one's chosen field.
4. Learn to collaborate and cooperate through ensemble work; supervised by faculty coach that visits each ensemble multiple times each week.
5. Learning, accomplishment, and progress evaluated through multiple tools/concepts:
  - across measuring rubrics delineated by PCAE's Professional Development and Research Group (PDRG),
  - student self-assessment, and
  - students evaluating one another.

**10. Procedural Item Added to Agenda:**

Board Nominating Committee (Roberta Jones, Chris Wilson, Howard Wilson) are requested to prepare a slate of nominees for chair and vice-chair of the Board for 2007. Slate is to be presented to the Board at the January 2007 Board meeting and voted on at the February 2007 meeting

**11. For Information:** Executive Director's Report.

Due to the length of the meeting and the late hour, the ED's report was postponed until the January 2007 meeting. AHS faculty presentations will be on-hold until the February meeting both to allow more time for the ED's report and a report from PDR in January.

Board members were asked to continue to encourage people to apply for Board positions and were reminded that the three-page informational handout regarding Board service and including the application form are available from Steve Greenberg at 763.591.4718 or [steve.greenberg@pcae.k12.mn.us](mailto:steve.greenberg@pcae.k12.mn.us).

12. Meeting adjourned at 5:30 pm.

## **REQUEST FOR ACTION BY PCAE BOARD OF DIRECTORS**

Date: January 4, 2007

To: Board of Directors **January 11, 2007** Meeting

From: Pamela Paulson  
PCAE Deputy Director

Background Information: ☐ Sent in Board packet  
☒ To be handed out at Board meeting

General Subject Area: **Application for NEA Grant**

Specific Action(s) Requested of the Board: Request Board to authorize PCAE to apply for a grant from National Endowment For The Arts to enter into a Cooperative Agreement with NEA to manage & administer an Education Leaders Institute in the fall of 2007.

## **Seeking A Cooperative Agreement With NEA**

The National Endowment for the Arts is soliciting proposals for a Cooperative Agreement to manage and administer an Education Leaders Institute in the fall of 2007. The proposal seeks to coordinate an institute that brings together school leaders, legislators, policy makers, education consultants and scholars from five states for a three-day conference to discuss and problem-solve a shared arts education problem.

Possible topics for the conference include:

- assessment,
- leadership in arts education,
- curriculum development, and
- standards.

Perpich Center staff and faculty are highly knowledgeable in these areas and could implement a conference where participants can utilize the presentations and discussions to jointly develop concrete strategies to strengthen their state's arts education policies and programs. The award amount is up to \$125,000, and proposals are due January 29, 2007.

## POLICY #3: BOARD-EXECUTIVE DIRECTOR RELATIONSHIP

### MONITORING EXECUTIVE DIRECTOR PERFORMANCE

Monitoring Executive Director performance is synonymous with monitoring organizational performance against board policies on *Strategic Plan and annual goals* and on *Executive Limitations*. Monitoring will be systemic, using a minimum of board time so that meetings can be used to create the future rather than review the past.

1. The purpose of monitoring is to determine the degree to which board policies are being fulfilled.
2. A given policy may be monitored in one or more of three ways:
  - A. EXECUTIVE DIRECTOR REPORT: Disclosure by the Executive Director to the board.
  - B. BOARD MEMBER(S) REVIEW: Discovery by the board or a board-designated board member or committee, including inspection of documents, activities, or circumstances.
  - C. EXTERNAL AUDIT/REPORT: Discovery by a disinterested, external auditor, inspector or judge who is selected by and reports directly to the board. Such reports must assess Executive Director performance only against board policies, unless the board identifies other standards.
3. The board can decide to monitor any policy by any method at any time. However, the board designates the following monitoring schedule for *Strategic Plan and annual goals* and *Executive Limitations* policies:

Monthly reports: Financial condition.

Quarterly reports: Asset protection, staff treatment, financial planning.

Annual reports: All *Strategic Plan and annual goals*, compensation and benefits, communication and counsel, asset protection, financial condition.

POLICY	METHOD	FRE- QUENCY	BY WHEN	WHO
<b>All Board Policies</b>	ED Report	Ongoing Annual		
<b>Staff Treatment</b> <i>(Executive Limitations Policy #2)</i>	Board Member Review	Annual		
<b>Compensation &amp; Benefits</b> <i>(Executive Limitations Policy #3)</i>	Board Member Review	Annual		
<b>Financial Planning – Budget</b> <i>(Executive Limitations Policy #4)</i>	Board Member Review ED Report	Annual		
<b>Financial Condition</b> <i>(Executive Limitations Policy #5)</i>	Board Member Review ED Report External Report (audit)	Monthly Monthly Annual		
<b>Protection of Assets</b> <i>(Executive Limitations Policy #6)</i>	External Report (audit)	Annual		
<b>Communication &amp; Counsel</b> <i>(Executive Limitations Policy #7)</i>	ED Report Board Member Review	Bimonthly		
<b>Grant Making Process</b> <i>(Executive Limitations Policy #8)</i>	ED Report Board Member Review	Annually		
<b>Communication to the Community</b> <i>(Executive Limitations Policy #9)</i>	Board Member Review	Annually		
<b>Program Outcomes – Goals</b> <i>(Strategic Plan / Staff Work Plan)</i>	Direct Inspection	Semiannual		

Any other policy shall be monitored by internal report each calendar quarter.

**Perpich Center for Arts Education (PCAE)**

**Board of Directors  
Board Meeting Minutes  
for February 8, 2007**

**In the "Large Glass Box" of GAIA**

**1. Meeting Call to Order**

V. Katz, PCAE Board Chair, called the meeting to order at 3:00 pm.

**2. Roll Call and Introductions**

**Members Present:** Peter Adolphson, Robert "Bob" Brandt, Ardythe "Ardie" Gallant, Penny Johnson, Roberta Jones, Virginia Katz, Sonja Peterson, Alex Plechash, MaryAnne Wilimek, Chris Wilson, Howard Wilson, KaiMay Yuen-Terry.

**Excused/Absent:** Annie Paruccini, Governor Pawlenty's Director of Board and Commission Appointments, was not able to attend as planned.

**Guests Present:** Staff: Diane Aldis (PDR), Nathan Davis (Exec Dir), Holly Folkers (Admin Ass't taking minutes), Rie Gilsdorf (AHS Principal), Mike Hiatt (PDR Director), Pam Paulson (Deputy Director). Faculty: Tory Peterson. Students: Bridget Ehrman-Solberg, Haley Traub.

**3. For Action:** Call for additions to the agenda, followed by request for approval of agenda.

V. Katz proposed to add agenda item #13 – Discussion of what Board members might say to school parents or guardians if they call.

**Motion by:** A. Plechash to approve agenda for this meeting with the above addition.

**Seconded by:** P. Johnson.

**Verbal vote:** passed unanimously.

**4. For Action:** Approval of the minutes from the January 10, 2007 Board meeting.

**Motion by:** P. Adolphson to approve January 10, 2007 minutes as submitted (no changes).

**Seconded by:** Sonja Peterson

**Verbal vote:** passed unanimously.

**5. For Information:** Director of Board & Commission Appointments Annie Paruccini will discuss process by which Board members are selected, and will answer questions.

A. Paruccini was unable to attend due to a family medical emergency. She has been invited to attend the March 8, 2007 Board meeting.

**6. For Action:** Vote for Perpich Board Chair and Vice Chair for calendar 2007.

C. Wilson handed out ballots and counted them. 2007 Board Chair is Virginia Katz (re-elected) and Vice Chair is Howard Wilson (re-elected). KaiMay Yuen-Terry



received one write-in vote for Board Chair, and Roberta Jones received one write-in vote for Board Vice Chair.

**7. For Action:** Committee membership and chairs for 2007.

Notes/Background Info:

1. Per bylaws, a Board committee is comprised of 4-6 members.
2. Per bylaws, Board committees meet at least four times per year.
  2. A question was raised about this requirement. This concern will be revisited when bylaws are reviewed (will be soon since bylaws will be reviewed to update them according to recent changes and additions in Board policies).
3. Per bylaws, the Nominating Committee "sees to its own succession."
  3. A suggestion was made for Board to elect members of Nominating Committee.
  4. A request was made to clarify this question in future. M. Wilimek of Board Development Committee will explore.

**Board Development Committee:**

M. Wilimek remains on Committee, stepped down as chair;  
R. Brandt volunteered as chair;  
H. Wilson and R. Jones continue;  
K. Yuen-Terry is a new member.

**Finance Committee:**

P. Adolphson remains on Committee, stepped down as chair;  
A. Plechash volunteered as chair;  
P. Johnson continues;  
A. Gallant is a new member.

**Personnel Committee:**

S. Peterson continues as chair;  
C. Wilson and R. Brandt continue;  
P. Johnson is a new member.

**Legislative Liaison Committee:**

P. Adolphson volunteered as chair;  
K. Yuen-Terry continues;  
A. Plechash and A. Gallant are new members.

**Motion by:** H. Wilson to approve new committee membership as listed above.

**Seconded by:** K. Yuen-Terry.

**Verbal vote:** passed unanimously.

**8. For Information:** Executive Director's Report.

1. N. Davis handed out current Perpich org. chart, agenda for 02/09/07 Open House for Legislature to be held February 13 on PCAE campus, and a summary of opportunities/programs that re-grant state appropriated funds through working with and/or submitting proposals to PDR.
2. N. Davis talked about the PowerPoint presentation that he and P. Paulson showed to the Education Finance Committee on January 31, and would also show at a Senate Education Policy Committee meeting at Perpich on February 13. With graphics and layout created by Perpich teacher and graphic artist Colleen Brennan, the impressive presentation covers the history and mission of PCAE from the beginning to the present and future.  
  
V. Katz suggested this PowerPoint presentation should be made available to new Board members as part of their orientation.
3. Davis discussed the need to provide 24/7 coverage by on-call security staff.
  - Question posed by Board member: In consideration of instituting such a program, how many calls would there be on average?
4. Question posed by Board member: What is Perpich's liability if Perpich does not provide such coverage? N. Davis will pose this question to the Attorney General's office.

- 9. For Discussion:** Decide when to hold event to thank John Davis and Jane McWilliams for their service to the Perpich Board.

Tabled for future meeting; V. Katz will continue to explore their availability to attend a meeting or a social event.

- 10. For Information :** A presentation of the process Board Development Committee (BDC) will follow to (1) frame monitoring policies to present for Board approval at March 2007 Board meeting, and (2) amend the bylaws in accordance with the updated and new Board policies.

1. M. Wilimek recommended and Board concurred to allow minor edits to improve presentation and clarity of policies. Board understands these edits will not constitute substantive changes to content.
2. To monitor policies recently enacted, BDC will come up with more info on executive policies [from Emil? from Att. General? Etc?] Steve – ask MaryAnne and will bring a filled-in chart showing each policy, what form the evaluation(s) could take, who could be responsible for each evaluation, and when/how often it could be performed.
3. Re: bylaws: In some cases, will require just a few minor changes. BDC will address how recent policy changes and new policies fit with the bylaws. Re-working info on Board committees will constitute most substantial modifications.

- 11. For Information:** Theater presentations from PDR and AHS (Arts High School).

D. Aldis presented for PDR, and T. Peterson presented for AHS with the assistance of two current AHS students. Bridget Ehrman-Solberg, a senior, explained her participation in Chicago at national auditions for college acting programs and performed one of the monologues with which she auditioned. Junior Haley Traub talked about her experience in AHS theater program.

**12. For Information:** Open Forum.

None of the visitors/guests present had any concerns to bring up.

**13. For Information:** Suggestions of how to handle call/contacts from parents/guardians of students.

1. Calls from parents/guardians to Board members need to be referred immediately to the Executive Director (or to the Board Chair who would refer them directly to the ED). Board members should not engage in dialogue with such callers about student issues. (Board bylaws include a provision for an Appeals Committee to be appointed as needed. AHS Principal R. Gilsdorf suggested that the Appeals Committee would only be appropriate in expulsion cases, not suspensions.)
2. Board members should not engage in email exchanges with parents/guardians (or staff members) who have concerns. Any emails received regarding issues of concern should be forwarded to the Executive Director. A "paper trail" of emails can cause problems should there be any subsequent litigation.

**14. Meeting adjourned at 5:25 PM.**

**Motion by:** P. Adolphson to adjourn meeting.

**Seconded by:** R. Jones.

**Verbal vote:** passed unanimously.

**To:** Perpich Center for Arts Education  
Board of Directors

**CC:** Nathan Davis (Executive Director),  
Rie Gilsdorf (AHS Principal),  
Mike Hiatt (Director of PDR),  
Pam Paulson (Deputy Director), and  
Administrative Council

**From:** Steve Greenberg  
Assistant to the Executive Director

**Date:** February 1, 2007

**Subj:** **Board Booklet for February 8, 2007 Board Meeting**

Enclosed please find the agenda and booklet for the February 8, 2007  
PCAE Board Meeting.

<b>Table of Contents for February 2007 Board Booklet</b>		<b><u>Page(s)</u></b>
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Agenda for February 8, 2007 Board Meeting .....	front matter
Board Meeting Minutes from January 11, 2007 .....	1-5

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**Perpich Center for Arts Education  
AGENDA for PCAE Board Meeting  
3:00 PM on Thursday, February 8, 2007  
Glass Box, GAIA Building**

1. Call to Order.
2. Roll Call and Introductions.  
Welcome to Annie Paruccini, Governor Pawlenty's new Director of Board & Commission Appointments.
3. **For Action:** Call for additions to agenda, followed by request for approval of agenda.
4. **For Action:** Call for approval of minutes from January 11, 2007 Board meeting.  
Pages 1-5 in Board booklet.
5. **For Information:** Director of Board & Commission Appointments Annie Paruccini will discuss the process by which Board members are selected, and will answer questions.
6. **For Action:** Vote for Perpich Board Chair and Vice Chair for calendar 2007.  
C. Wilson will manage the process; she and R. Jones will count the ballots.
7. **For Action:** Committee membership and chairs for 2007.  
Board members will identify on which Board committee(s) they wish to serve. Current committee chairs will be asked to indicate if they wish to continue to serve, or if a new chair should be chosen. Standing Board committees are: Board Development, Finance, Personnel, and Legislative Liaison. After committee membership is decided, the Board will vote to approve.
8. **For Information:** Executive Director's Report.  
Presenter: Nathan Davis.  
**Handouts will be distributed at Board meeting.**
9. **For Discussion:** Decide when to hold event to thank John Davis and Jane McWilliams for their service to the Perpich Board.
10. **For Information:** A presentation of the process Board Development Committee will follow to (1) frame monitoring policies to present for Board approval at the March 2007 Board meeting, and (2) amend the bylaws in accordance with the updated and new Board policies.  
Presenter: M. Wilimek, Chair of BDC.
11. **For Information:** Presentation about PDR's and Arts High School's theater programs.  
Presenters: Diane Aldis, Dance & Theater Education Specialist, PDR, and Tory Peterson, Theater Instructor, AHS.
12. **For Information:** Open Forum at approximately 4:45.  
Anyone who wishes to address the Board may do so at this time. Remarks should be kept to five minutes.
13. Adjournment.

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**Perpich Center for Arts Education (PCAE)**

**Board of Directors  
Board Meeting Minutes  
for January 11, 2007**

**In the "Large Glass Box" of GAIA**

**1. Meeting Call to Order**

V. Katz, PCAE Board Chair, called the meeting to order at 3:03 pm.

**2. Roll Call and Introductions**

**Members Present:** Peter Adolphson, Ardie Gallant, Penny Johnson, Roberta Jones, Virginia Katz, Sonja Peterson, Alex Plechash, Chris Wilson, Howard Wilson, and Kaimay Yuen-Terry.

**Excused:** MaryAnne Wilimek.

**Guests Present:** Staff: Dave Beaman, Nathan Davis, Rie Gilsdorf, Steve Greenberg, Mike Hiatt, and Pam Paulson.

V. Katz asked Board to consider an informal dinner gathering after the February 8, 2007 meeting to thank John Davis and Jane McWilliams for their service to the Perpich Board of Directors. (Davis's and McWilliams's terms ended January 1, 2007.) N. Davis and A. Plechash volunteered use of their homes pending "concurrence" of their wives. The Board will consider the options and decide before the February meeting.

**3. For Action:** Call for additions to the agenda, followed by request for approval of agenda.

V. Katz requested to add a sub-item to agenda item #5. "5A" became the original item, and "5B" added *Discussion about the Legislative Liaison Committee of the PCAE Board of Directors*.

**Motion by:** H. Wilson to approve the agenda with the above addition.

**Seconded by:** P. Adolphson.

**Verbal vote:** passed unanimously.

**4. For Action:** Approval of the minutes from the December 14, 2007 Board meeting.

**Motion by:** S. Peterson to approve December 14 minutes as submitted (no changes).

**Seconded by:** K. Yuen-Terry.

**Verbal vote:** passed unanimously.

**5. For Action:** Original agenda item #5 (during agenda review—see #3 above—item #5 was changed to 5A and 5B) was: **For Action** but at meeting became: **For Information**.



**5A:** Board Development Committee (BDC) would like to find a new member for their committee. A vacancy was created when Committee member Jane McWilliams's Board term ended with the December 2006 meeting.

At this meeting, nobody was identified to join BDC, but there was discussion about the work remaining for this school year, and ways to help the Committee. Remaining tasks:

- a. Create monitoring/evaluation policies.
- b. Amend bylaws in light of changes in policies from past few months.
- c. Review and evaluate proposals submitted in response to RFP for Board strategic planning process.

Options/ways to achieve tasks:

- a. Re: #a and #b above, N. Davis to work with Emil Angelica (Community Consulting Group) and M. Wilimek (BDC Chair) on process to create monitoring policies and update bylaws. This work will be on February 8 Board agenda.
- b. Initiate strategic planning process, beginning with evaluating proposals submitted by interested consultants in response to RFP. Suggested at meeting: an ad hoc committee could evaluate proposals on behalf of BDC.
- c. In interest of filling vacancies on Board committees, during February 8 meeting, membership of committees (Board Development, Finance, Personnel, and Legislative Liaison) will be determined, with Board members deciding on which committees they wish to serve for 2007. Current committee chairs will have an opportunity to indicate whether or not they'd like to continue in this capacity.

**5B:** Discussion about the Legislative Liaison Committee (LLC) of the PCAE Board of Directors.

The LLC needs more structure to move forward—what is its charge, and how does this translate into specific activities? Of the current Board members, P. Adolphson and K. Yuen-Terry are on this committee (it was originated with more members whose Board terms have since expired).

The purpose of this committee is to assist Perpich in forming positive relationships with MN legislators, and influence them to enact decisions favorable to this agency. Some suggested activities:

- a. PCAE could participate in the Lobbying Day of the MN Citizens for the Arts. (Their Lobby Day will be Thursday, March 8.)
- b. N. Davis will contact LLC members re: how they might help Perpich during the 2007 Legislative Session (already in session).

**6. For Information:** Presentation by Dave Beaman, PDR Visual & Media Arts Coordinator, on PDR's Comprehensive Arts Planning Program (CAPP).

Notes & Highlights from Presentation:

- a. Work of CAPP may be summarized by "empowerment."
- b. It brings together stakeholders in a school arts plan.
- c. Through CAPP, a school or district develops an arts plan.
- d. CAPP leaders learn to tap into PCAE resources and opportunities.
- e. Part of process is to develop a 5-year plan that requires ratification by local school board in order to be endorsed and implemented.
- f. To-date, over 230 school districts have participated in CAPP.

**7. For Information:** Presentation by Michael Hiatt, Director of PDR, on PDR's work with Minnesota Department of Education (DOE), including legislative initiatives.

Notes & Highlights from Presentation:

- a. M. Hiatt serves as Perpich liaison to MN DOE.
- b. Hiatt is working with DOE on DOE's program for high school re-design.
- c. With DOE, Hiatt emphasizes that arts are an important piece of the full picture of education.
- d. Perpich is like a "younger sister" to DOE.
- e. Perpich has gained the respect of DOE.
- f. Perpich is not a regulatory agency (DOE is), but Perpich is in a position (due to strategic relationships and reputation) to influence regulatory agencies.
- g. MN is among the top five states in the nation where the arts are close to being a core subject.

**8. For Information:** Report of Nominating Committee to identify candidates for Board president and vice president.

Nominating Committee identified V. Katz as candidate for president and H. Wilson for vice president; they are both up for one more year since these positions are limited to two one-year terms. The vote will take place at the February Board meeting.

9. **For Action:** Request Board approval to submit proposal to National Endowment for the Arts for grant money to be part of NEA's Cooperative Agreement program. The grant money is available to prospective organizations that wish to collaborate with NEA to manage and administer an Education Leaders Institute.

Presenter P. Paulson explained that this is a new NEA program, and that Minnesota is a large recipient of NEA funds. For this program, NEA is seeking organizations that will "shine" in an area that represents a new pilot project. Paulson also mentioned that among other organizations that might apply for the grant, Perpich is unique in that it has an arts school onsite.

Dana Gioia, Chair of NEA, has said [quote included for edification, not relevance to this agenda item]:

We cannot prepare someone to be a productive citizen of a free society if the only thing we do is prepare them for standardized tests.

**Motion by:** S. Peterson to approve PCAE applying for NEA grant so that PCAE may manage and administer an Education Leaders Institute.

**Seconded by:** P. Johnson.

**Verbal vote:** passed unanimously.

10. **For Information:** Finance Committee presented more details about the new funding Perpich has requested in its 2007-2009 Biennium Budget proposal.

On page 5 of the handout, there is a chart showing College Readiness as Measured by ACT Exam.

Questions/technical points/suggestions:

- a. On page 5 of handout, a chart presents data for PCAE Arts High School (AHS) and Minnesota students on *College Readiness as Measured by ACT Exam* in four unique subject areas, plus all four subject areas combined. Suggestion made to add columns to present the pertinent data that indicates:
  - i. MN students are above the national average, and
  - ii. AHS students are above MN average.
- b. Line item *Continuation of Services* on chart *State of Minnesota Change Items* (page 6 of handout) does not represent direct inflation; it represents what each PCAE program requires to continue at its current level.
- c. Question about the discrepancy in figures: On handout page 7, *Agency Overview* base budget for 2008 is \$6,623K, but *Total General Fund in 2008 Base Budget* column on page 9 is \$6,510K. The difference is that \$6,623 includes the budgeted amount for all paid positions; \$6,510 includes only the actual amount of all filled, paid positions (some staff/faculty positions are currently vacant).

**11. For Information:** For Information: Open Forum at approximately 3:45 pm.

None of guests present had items to present.

**12. For Information:** Executive Director's report.

Some highlights of report:

- a. Handed out DVD on Arts Education Partnership (AEP) for Board members to view at home.
- b. In recognition of their commitment and work during their Board terms, the Board would like to give John Davis and Jane McWilliams student art. S. Greenberg attended the recent student art opening at Perpich with the intent to purchase two pieces on behalf of the Board, but was unable to find anything suitable. The search continues....
- c. Governor Pawlenty's newly appointed Director of Board and Commission Appointments, Annie Paruccini, will be a guest (and on the agenda to talk about her position and answer questions) at the February 8 Board meeting.
- d. N. Davis will prepare a list for current Board members of Board positions that remain vacant.

**13. Meeting adjourned at 5:16 pm.**

**Perpich Center for Arts Education  
AGENDA  
for PCAE Board Meeting  
3:00 PM on Thursday, March 8, 2007  
Glass Box, GAIA Building**

1. Call to Order.
2. Roll Call and Introductions.  
Welcome to Sr. Executive Budget Officer Brian R. Steeves from the Minnesota Department of Finance.
3. **For Action:** Call for additions to agenda, followed by request for approval of agenda.
4. **For Action:** Call for approval of minutes from February 8, 2007 Board meeting.  
Pages 1-4 in Board booklet.
5. **For Information:** Sr. Executive Budget Officer Brian Steeves will discuss his role in the Department of Finance and his work as the Executive Budget Officer for Perpich, and will answer questions.
6. **For Information:** Executive Director's Report.  
Presenter: Nathan Davis.  
**Handouts will be distributed at Board meeting.**
7. **For Action:** Board Development Committee (BDC) request for approval of Board Policies Monitoring Schedule/Plan.  
Presenter: Bob Brandt, Chair of BDC.  
**Handout(s) will be distributed at Board meeting.**
8. **For Action:** Board Development Committee (BDC) request for approval of Board Annual Calendar for calendar year 2007.  
Presenter: Bob Brandt, Chair of BDC.  
**Handout will be distributed at Board meeting.**
9. **For Information:** Presentations on the Arts High School science program (~4:15 pm) and visual arts program (~4:30 pm).  
Presenters: AHS science and visual arts faculty members.  
**Handouts, if any, will be distributed at Board meeting.**

10. **For Information:** Open Forum at approximately 4:45.

Anyone who wishes to address the Board may do so at this time. Remarks should be kept to five minutes.

11. **For Action:** A request for Board approval of a new annual dormitory, school activity, and optional parking permit fee schedule to be implemented for the 2007-2008 school year.

Presenter: R. Gilsdorf, Principal of Arts High School.  
Pages 5-8 in Board booklet.

12. **For Action:** A request for Board approval of the Arts High School calendar for the 2007-2008 school year.

Presenter: R. Gilsdorf, Principal of Arts High School.  
Pages 9-12 in Board booklet.

13. **For Information:** After the first meeting of the newly reinstituted Legislative Liaison Committee (LLC), a report on Committee general plans and process.

Presenter: Peter Adolphson, Chair of LLC.

14. Adjournment.

**Perpich Center for Arts Education  
AGENDA  
for PCAE Board Meeting  
3:00 PM on Thursday, March 8, 2007  
Glass Box, GAIA Building**

1. Call to Order.
2. Roll Call and Introductions.  
Welcome to Sr. Executive Budget Officer Brian R. Steeves from the Minnesota Department of Finance.
3. **For Action:** Call for additions to agenda, followed by request for approval of agenda.
4. **For Action:** Call for approval of minutes from February 8, 2007 Board meeting.  
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Presenter: Nathan Davis.  
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Presenter: Bob Brandt, Chair of BDC.  
**Handout(s) will be distributed at Board meeting.**
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Presenter: R. Gilsdorf, Principal of Arts High School.  
Pages 5-8 in Board booklet.
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Presenter: R. Gilsdorf, Principal of Arts High School.  
Pages 9-12 in Board booklet.
13. **For Information:** After the first meeting of the newly reinstituted Legislative Liaison Committee (LLC), a report on Committee general plans and process.  
Presenter: Peter Adolphson, Chair of LLC.
14. Adjournment.



**Perpich Center for Arts Education -- Arts High School**  
**2007-08 Fee Information Commuter Students**

**DO NOT SEND PAYMENT NOW.** In mid-July parent/guardian will receive a fee statement listing the amounts due based on financial assistance awarded where applicable. Fees may be *paid by check, money order or credit card.*

Families may apply for financial aid that may qualify them for reduced or minimal cost as listed in charts below (application for reduced fees is attached). *Families may also request financial aid from the Perpich Foundation. Information will be provided in a mailing under separate cover from the Perpich Foundation.*

	Full Cost	Reduced Cost	Minimal Cost
Activity	\$200.00	\$100.00	\$50.00
Parking Permit (Optional)	\$150.00	\$75.00	\$50.00

**Activity Fee:** All students must pay an *annual* \$200.00 activity fee. This fee provides student admittance to all student arts areas performances and art openings at no charge and is used to subsidize field trips, graduation, dedication and gala expenses and cover other expenses of activities sponsored by the school or dorm (parties, recreational activities, membership to Jewish Community Center, etc.). This fee is nonrefundable.

**Parking Permit:** Students with cars are required to register the vehicle and purchase an annual \$150 parking permit that must be kept visible in the car while parked on campus. This fee is used to defray the cost of snow removal and parking lot maintenance. Car permits will not issued until the vehicle is registered and the Activity fee is also paid in full. Unregistered cars are subject to towing at owner's expense.

**Cafeteria:** Costs for meals served in the cafeteria and payment information will be sent with the National School Lunch and Breakfast Program (NSLBP) materials that will be mailed in July.

**REFUNDS:** Applicable refunds are processed only after all financial obligations to the Center have been met and the student has officially withdrawn from school.

Activity Fee: Nonrefundable

Parking Permit: Prorated by semester (no refund after Jan. 31, 2008)

Cafeteria Account: Balance refunded

## Perpich Center for Arts Education -- Arts High School

### 2007-08 Fee Information Resident Students

**DO NOT SEND PAYMENT NOW.** In mid-July parent/guardian will receive a fee statement listing amounts due based on financial assistance awarded where applicable. Fees may be *paid by check, money order or credit card*. If you are unable to pay the fees in full, payment options may be approved by Deb Ambright, Finance Director at 763-591-4751 or 800-657-3515. Please contact Deb Ambright after receiving your first statement but prior to statement due date.

Families may apply for financial aid that may qualify them for reduced or minimal cost as listed in charts below (application for reduced fees is attached). *Families may also request financial aid from the Perpich Foundation. Information will be provided in a mailing under separate cover from the Perpich Foundation.*

	Full Cost	Reduced Cost	Minimal Cost
<b>Residential Fee</b>	\$2,500.00	\$1,250.00	\$300.00
<b>Activity Fee</b>	\$200.00	\$100.00	\$50.00
<b>Cleaning &amp; Maintenance Fee</b>	\$200.00	\$100.00	\$50.00
<b>Deposit</b>	\$100.00	\$50.00	\$25.00
<b>TOTAL:</b>	<b>\$3,000.00</b>	<b>\$1,500.00</b>	<b>\$425.00</b>

<b>Parking Permit (Optional)</b>	\$150.00	\$75.00	\$50.00
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**Residential Fee:** The annual rate for the residential program for the 2007-08 school year is \$3,000. This fee is used to help defray costs to run the residential program, including security, maintenance, and cleaning as well as all meals provided during the school week. Meals include all breakfasts, lunches and dinners served in the cafeteria. The fees for the Residential Program are less than half of the \$6,000+ actual cost per resident.

- ❑ \$200 of this fee is nonrefundable and used to subsidize campus activities that include student admittance to all student art performances and art openings, subsidizes field trips, graduation, dedication, gala expenses, and covers the expenses of on and off campus activities sponsored by the school or dorm (parties, recreation, membership to Jewish Community Center for exercise, etc.).
- ❑ \$200 of this fee is nonrefundable and used for building upkeep and maintenance.
- ❑ \$100 of this fee is refundable at the end of the resident's tenure at PCAE if there have been no personal emergency deductions (prescriptions filled by staff or cost for drug testing when necessary) or other charges incurred for key replacements, cleaning charges or damages to the residence hall.

**Parking Permit:** Students with cars are required to register the vehicle and purchase an *annual* \$150 parking permit that must be kept visible in the car while parked on campus. This fee is used to defray the cost of snow removal and parking lot maintenance. Car permits will not issued until the vehicle is registered and either the residential fee has been paid in full or a payment plan agreement has been approved by Accounting. Unregistered cars are subject to towing at owner's expense.

**REFUNDS:** Applicable refunds are processed only after all financial obligations to the Center have been met and the student has officially checked out of the residence hall with staff. See Student Handbook for official check out procedures.

- Residential Fee: Balance prorated
- Activity, Cleaning & Maintenance Fees: Non-refundable
- Deposit: Refundable if no damages or emergency deductions
- Car Permit: Prorated by semester (no refund after Jan. 31, 2008)

**Perpich Center for Arts Education (PCAE)**

**Board of Directors  
Board Meeting Minutes  
for April 12, 2007**

**In the "Large Glass Box" of GAIA**

**1. Meeting Call to Order**

V. Katz, PCAE Board Chair, called the meeting to order at 3:03 pm.

**2. Roll Call and Introductions**

**Members Present:** Peter Adolphson, Robert "Bob" Brandt (via speaker phone), Ardythe "Ardie" Gallant, Penny Johnson, Roberta Jones, Virginia Katz, Sonja Peterson, Alex Plechash, MaryAnne Wilimek, Chris Wilson, Howard Wilson, and KaiMay Yuen-Terry.

**Excused:** none.

**Guests Present: Staff:** Diane Aldis (PDR Dance & Theater Ed. Coord.), Nathan Davis (Exec Dir), Bev DeVos (Admissions Dir), John Engel (Technology Dir), Holly Folkers (Admin Ass't), Steve Greenberg (Exec Ass't, taking minutes), Mike Hiatt (PDR Director), Mary Pietruszewski (Dir of Residential Programs), Byron Richard (PDR Educ. Research Coord.), Bruce Santerre (Interim AHS Director), and Chris Schanus (Communications Coordinator). **Faculty:** João Bichinho, Tom Carlson, John Colburn, Sarah Fox, Barb Hodne, Matt Mayfield, Karen Monson, Eric Nelson, Sun Yung Shin, and Erin Strauss. **Students:** none.

**3. For Action:** Call for additions to the agenda, followed by request for approval of agenda.

**Motion by:** P. Adolphson to approve agenda for this meeting with the following changes:

- a. Remove agenda item #9 (approval of AHS calendar for 2007-2008 that is available to the public)—calendar requires more changes before review and approval by Board.
- b. Due to the relation of item #11 and #7, move item #11 (presentation on marketing and recruitment by Kristin Kowler) to follow #7 (presentation of statistics and demographics of applicants for 2007-2008 school year).

**Seconded by:** P. Johnson.

**Verbal vote:** passed unanimously.

**4. For Action:** Call for approval of the minutes from the March 8, 2007 Board meeting.

**Motion by:** A. Plechash to approve March 8, 2007 minutes with the following change:

- a. V. Katz indicated that she is Board Chair, not Board President, and asked that the instance of "Board President" in the March 8 minutes be corrected to reflect this clarification.

**Seconded by:** H. Wilson.

**Verbal vote:** passed unanimously.

**5. For Information:** Executive Director's Report.

S. Peterson, Chair of Personnel Committee, mentioned that consultant Emil Angelica (from Community Consulting Group) has an evaluation tool that will help Personnel Committee in their evaluation of Exec. Dir. Nathan Davis for the 2006-2007 school year.

Please refer to the actual Exec Director's typed report dated April 12, 2007, for details. Some highlights of the report:

- a. Due to a recent overview of general operating budgets, Perpich may have an estimated \$200,000 to use for special expenditures, including initiatives to increase security at the agency.
- b. Air conditioning for East Wing of main building is underway and expected to be completed end-of-June.
- c. Michael Borowiak, Chemical Health Specialist at Perpich, has been convening a Chemical Health Commission comprised of Perpich staff, to address substance abuse prevention and intervention now and for the next school year.
- d. 27 students, accompanied by parent and faculty chaperones, took part in the AHS Spring Break trip to Japan.
- e. MN Senate has recommended \$813K for Perpich funding in next biennium; House has recommended \$314K. N. Davis, P. Paulson, and members of Board Legislative Liaison Committee plan more meetings at State Capital to try to leverage increased funding before session ends.

**6. For Information:** Welcome Dr. Bruce Santerre, Interim Arts High School Director.

Board members used this opportunity to ask B. Santerre questions including (1) in his time at Perpich so far, has he identified any problems that need attention, (2) what is his art background, (3) in his opinion, what place does art have in education.

Highlights of Dr. Santerre's responses & impressions:

- a. AHS students he's talked to have a firm handshake, look one in the eye, and have a sense of confidence.
- b. Alumni say the staff & faculty care about students as individuals first, then as students.
- c. The arts are absolutely critical; they're the glue that holds a school together; enable students to maintain or regain their "wholeness."

- d. Art is essential to the future of a democratic government.
- e. A principal must fashion his/her presence as a servant of his/her faculty.

**7. For Information:** Presentation of statistics reflecting demographics of student applicants for the 2007-2008 school year, with comparisons to data from previous years.

Some comments from B. DeVos, AHS Admissions Director, on declining numbers of annual applicants to, and/or enrollment in AHS:

- a. Numbers have been noticeably lower since "9/11;" non-Twin-Cities parents are reticent to send their high school juniors and seniors away from home.
- b. It can be a challenge for a young artist to select just one art area of focus.
- c. Having their own notions of drug use in teen populations, especially in cities, rural parents are reticent to send children away from home.
- d. Some people around the State still haven't heard of Perpich.
- e. Transportation limitations.
- f. AHS at this time offers only two Advanced Placement courses.
- g. Drop in admissions is partly due to the quality of applications.

B. DeVos's and C. Schanus's comments on improving enrollment numbers and some benefits of hiring an Outreach Coordinator (OC):

- a. An OC could help connect Perpich with non-mainstream cultural communities and populations.
- b. OC could work with alumni to involve them in recruiting.
- c. Offer summer school programs.
- d. PDR should focus on going out into the community.
- e. B. DeVos currently coordinates admissions; an OC could undertake recruitment—an area DeVos does not have enough bandwidth to carry.
- f. An OC/recruitment person is like a salesperson.
- g. What DeVos and Schanus have proposed at this Board meeting is similar to the recruitment model used by colleges.

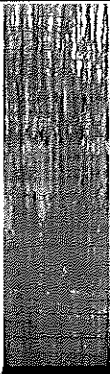



Other related comments & activities:

- a. N. Davis has brought in consultant Kristin Kowler to help with marketing & number of applicants, among other projects she's performing for Perpich.
- b. DeVos's and Schanus's report and recommendations should be the beginning of an effort to improve marketing and applicant numbers. N. Davis assured Board that PCAE Deputy Director Pam Paulson, who supervises DeVos, will make sure DeVos's and Schanus's comments will not end at this meeting.

- c. N. Davis, by the June Board meeting, will present a preliminary plan to address admissions concerns. His plan will fit within a strategic planning framework.

**8. For Information:** Presentation of findings and recommendations for resolution by an independent organizational consultant on marketing and recruitment at Perpich.

Consultant K. Kowler displayed and discussed the following four-page Microsoft PowerPoint presentation:

<p><b>Communication Assessment</b></p> <ul style="list-style-type: none"> <li>• Goals and objectives</li> <li>• Next steps</li> <li>• Success Strategies</li> </ul>		<p><b>Goals and Objectives</b></p> <ul style="list-style-type: none"> <li>• Promote Perpich programs</li> <li>• Communicate value and outcomes</li> <li>• Arouse evangelism</li> <li>• Maintain leadership position in arts educ.</li> <li>• Fulfill mission obligations</li> <li>• Foster arts in Minnesota Schools</li> <li>• Sustain and grow the organization</li> <li>• Increase student population and diversity</li> </ul>	
<p>STATEWIDE INNOVATIVE PUBLIC EDUCATION CENTERED IN THE ARTS</p>	<p>PCAE</p>	<p>STATEWIDE INNOVATIVE PUBLIC EDUCATION CENTERED IN THE ARTS</p>	<p>PCAE</p>
<p><b>Four Steps</b></p> <ul style="list-style-type: none"> <li>• Communications team</li> <li>• Clear goals and objectives</li> <li>• Redesign website</li> <li>• C-Plan as a working document</li> </ul>		<p><b>Success Strategies</b></p> <ul style="list-style-type: none"> <li>• Share human and financial resources</li> <li>• Focus on media and public relations</li> <li>• Verifiable objectives</li> <li>• Leverage technology: Broadcast e-mail software with reporting; databases</li> <li>• Reduce print and direct mail</li> <li>• Open new communication channels</li> <li>• Measure against objectives</li> </ul>	
<p>STATEWIDE INNOVATIVE PUBLIC EDUCATION CENTERED IN THE ARTS</p>	<p>PCAE</p>	<p>STATEWIDE INNOVATIVE PUBLIC EDUCATION CENTERED IN THE ARTS</p>	<p>PCAE</p>

**9. For Information:** Open Forum.

João Bichinho read a statement to the Board regarding the departure of the Arts High School Director. He reported that the Education Minnesota field representative had advised him not to provide the Board with a copy of his statement. A Board member asked if he was speaking for the SRSEA membership and he replied that he was.

**10. Meeting adjourned at 4:30 pm.**

The following two items were deferred to future meetings:

(April Board Minutes continued on next page ⇒ )

11. **For Action:** Vote on public calendar for the Arts High School for 2007-2008. The Board approved an AHS calendar at the March 2007 meeting, but that calendar was for internal use only. The calendar that will be posted on the Perpich web site and will be distributed publicly, will be presented for approval at this meeting.
12. **For Information** Arts High School (AHS) new fee schedules for commuter and resident (dorm) students, were approved at previous meeting (March 8). The Board requested at that meeting that the document be edited for clarity without changing fees or essential content.

The Chair moved the meeting into an executive session (closed meeting) for the purpose of discussing personnel.

**Perpich Center for Arts Education  
AGENDA  
for PCAE Board Meeting  
3:00 PM on Thursday, April 12, 2007  
Glass Box, GAIA Building**

1. Call to Order.
2. Roll Call and Introductions.
3. **For Action:** Call for additions to agenda, followed by request for approval of agenda.
4. **For Action:** Call for approval of minutes from March 8, 2007 Board meeting.  
**Minutes will be mailed to Board members in Board packet.**
5. **For Information:** Executive Director's Report.  
Presenter: Nathan Davis.  
**Handouts will be distributed at Board meeting.**
6. **For Information:** Welcome Dr. Bruce Santerre, Interim Arts High School Director.  
This will be an opportunity for Dr. Santerre to introduce himself to the Board, and for Board members to ask him questions.  
Presenter: B. Santerre, Interim Arts High School Director.
7. **For Information:** Presentation of statistics reflecting demographics of student applicants for the 2007-2008 school year, with comparisons to data from previous years.  
Presenter: Bev DeVos, PCAE Admissions Director.  
**Statistics chart will be mailed to Board members in Board packet.**
8. **For Information:** Open Forum at approximately 4:15.  
Anyone who wishes to address the Board may do so at this time. Remarks should be kept to five minutes.
9. **For Action:** Vote on public calendar for the Arts High School for 2007-2008. The Board approved an AHS calendar at the March 2007 meeting, but that calendar was for internal use only. The calendar that will be posted on the Perpich web site and will be distributed publicly will be presented for approval at this meeting.  
Presenter: B. Santerre.  
**Calendar will be mailed to Board members in Board packet.**



10. **For Information:** Arts High School (AHS) new fee schedules for commuter and resident (dorm) students, were approved by Board at previous meeting (March 8). The Board requested at that meeting that the document be edited for clarity without changing fees or essential content.

Presenter: B. Santerre.

**Fee schedules will be mailed to Board members in Board packet.**

11. **For Information:** Presentation of findings and recommendations for resolution by an independent organizational consultant on marketing and recruitment at Perpich.

Presenter: Kristin Kowler, consultant and owner of Genius To Go.

**Handouts, if any, will be distributed at Board meeting.**

12. Adjournment.

**Perpich Center for Arts Education (PCAE)**

**Board of Directors  
Board Meeting Minutes  
for May 10, 2007**

**In the "Large Glass Box" of GAIA**

**1. Meeting Call to Order.**

V. Katz, PCAE Board Chair, called the meeting to order at 3:05 pm.

**2. Roll Call and Introductions.**

**Members Present:** Robert "Bob" Brandt, Ardythe "Ardie" Gallant, Penny Johnson, Roberta Jones, Virginia Katz, Sonja Peterson, Alex Plechash, MaryAnne Wilimek, Chris Wilson, Howard Wilson, KaiMay Yuen-Terry.

**Excused:** Peter Adolphson.

**Guests Present:** Staff: Diane Aldis (PDR), Dave Beaman (PDR), Nathan Davis (Exec Dir), Steve Greenberg (Exec Ass't taking minutes), Pam Paulson (Deputy Director), Bruce Santerre (AHS Principal). Faculty: João Bichinho, Tom Carlson, Sun Yung Shin, Erin Strauss. Students: none.

**3. For Action:** Call for additions to the agenda, followed by request for approval of agenda.

**Motion by:** B. Brandt to approve agenda for this meeting with the following change:

After item #7, insert a new item #8: PDR Summer Grants. The subsequent items will be re-numbered 9-13.

**Seconded by:** MaryAnne Wilimek.

**Verbal vote:** passed unanimously.

**4. For Action:** Call for approval of the minutes from the April 12, 2007 Board meeting.

**Motion by:** A. Plechash to approve April 12 minutes as submitted (no changes).

**Seconded by:** Howard Wilson.

**Verbal vote:** passed unanimously.

**5. For Action:** Approval of recommended sites for ACE (Arts Courses for Educators) Dance 2008-2009 program.

Board member K. Yuen-Terry, faculty members Elaine Drivas and Tom Carlson, and others met on April 26 to review candidates for 2008-2009. Applicants were from four Minnesota congressional districts, represented a wide range of demographics, and included schools that are new to the program as well as "repeats." New this time to the process is approving schools for two years at once instead of one year at-a-time as in the past.

K. Yuen-Terry praised the panel and process saying that it was thorough and there was "much due diligence." D. Aldis expressed special appreciation to K. Yuen-

Terry for her involvement, and to E. Drivas and T. Carlson—this year, due to more applications than usual, there was much more reading to do, which they took on in addition to their end-of-school-year workload.

The review panel selected six schools—a mix of new and ACE veterans:

**Budget 0342**

**TOTAL REQUEST: \$40,448**

**PDR: ACE Dance Grant Request Biennium 07-08**

<i>Con Dist.</i>	<i>School</i>	<i>Proposed Funding 07</i>	<i>Proposed Funding 08</i>	<i>Total funding</i>
3	Rockford Elementary Art Magnet (PreK-5) Rockford, MN	\$3,460	\$3,633	\$7,093.00
4	Highland Park Senior High (9-12) St. Paul, MN	\$2215	\$2326	\$4,541.00
4 & 6	<i>East Metro Integration District Team</i> Harambee Community Cultures & Environmental Science (K-5) Maplewood <u>and</u> Crosswinds Arts & Science School (6-10) Woodbury, MN	\$3635	\$3817	\$7,452.00
5	Ramsey International Fine Arts Center (K-8) Minneapolis, MN	\$3400	\$3570	\$6,970.00
6	Lincoln Elem. School for the Arts (K-5) Anoka, MN	\$3350	\$3518	\$6868.00
8	Winterquist Elementary School (K-6) Esco, MN	<u>\$3670</u>	<u>\$3854</u>	<u>\$7524.00</u>
<b>Yearly Subtotals:</b>		<b>\$19,730</b>	<b>\$20,718</b>	<b>\$40,448.00</b>

**Motion by:** A. Plechash to approve the six recommended schools as listed above to receive ACE Dance grants for the 2008 Biennium.

**Seconded by:** S. Peterson. **Verbal vote:** passed unanimously, with one recusal—by H. Wilson—due to possible conflict of interest; one of the selected schools is in the school district where he is a school principal.

- Requests:** a. D. Aldis would like guidance for future ACE panels. Should the panel strive to select a specific proportion of new ACE sites to veteran sites, such as 50-50?
- b. B. Brandt asked Executive Director N. Davis to explore (and resolve, if appropriate) why some congressional districts—in this case, #1 and #2—had no ACE applicants.

**6. For Action:** Approval of recommended CAPP (Comprehensive Arts Planning Program) sites for 2008-2009.

A CAPP panel met April 17, 2007 to review applications for CAPP grants. Board member C. Wilson participated on the panel, and was impressed with the quality of

the applications, how communities get involved in the Program, and the historical perspective added by PDR Visual & Media Arts Education Coordinator D. Beaman.

Eight sites were recommended to each receive a grant of \$8000, to be disbursed over a two-year period (August 2007 thru June 15, 2009):

**Site Funding Recommendations for CAPP 13 (2007-2009)**

<i>Site</i>	<i>Congressional District</i>	<i>Recommended Amount</i>
Columbia Heights Public Schools	5	\$8,000
Elk River Public Schools	6	8,000
Great River Academy Charter School of St. Paul	4	8,000
Hinckley-Finlayson Public Schools	8	8,000
Lake Superior Public Schools (Two Harbors)	8	8,000
Moorhead Public Schools	7	8,000
Robbinsdale Public Schools	5 & 6	8,000
St. Louis County Public Schools	8	<u>8,000</u>
<i>Total for August 2007 thru June 15, 2009:</i>		<b>\$64,000</b>

**Motion by:** K. Yuen-Terry to approve the eight recommended schools as listed above to receive ACE Dance grants for the 2008 Biennium.

**Seconded by:** M. Wilimek. **Verbal vote:** passed unanimously, with one refusal—by C. Wilson—due to possible conflict of interest; she lives in Elk River.

**Notes:**

- Eight applicants for one funding round is not unusual.
- In the 24-year existence of CAPP, there has only been one site that did not keep up with the required reporting deliverables to PDR, and therefore did not receive the full \$8000 grant.

**7. For Action:** Vote on public calendar for the Arts High School for 2007-2008.

A school calendar for public distribution (especially parents/guardians of students) was sent to Board members in the May 2007 Board booklet mailing. At the meeting, these calendars were given back for disposal to AHS Interim Director B. Santerre. A newer version was then handed out at the meeting. AHS Administrative Specialist Marla Riemer researched on the internet and came up with an attractive, color-coded, and easier-to-read format that was praised by those present at the meeting. Major improvements in this newest iteration:

Major improvements in this newest iteration include:

- To maximize the number of full instructional school weeks, interruptions to the standard 5-day week (e.g., faculty in-service and parent-conference days,

student testing such as SATs) were minimized or grouped in the same weeks as much as possible.

2. Parent-teacher conferences were scheduled to maximize convenience for out-state families, thereby increasing attendance. In past, conferences were planned for the end of a school or weekend break to schedule out-state parents/guardians as they brought students back to Perpich campus. However, parents usually make the trip late in the day. Alternatively, more parents are available just before a break, as they come to pick up students at the end of the schoolday. Board members expressed appreciation for this change.

**Motion by:** R. Brandt to approve public AHS calendar for 2007-2008 school year as submitted.

**Seconded by:** A. Plechash.

**Verbal vote:** passed unanimously.

- Notes:**
- a. On calendar, *Hot Dish* is an opportunity for senior students to explore an art area other than the one they have declared.
  - b. In deference to the needs of parents & guardians, Bruce recommended that future school calendars be approved earlier by the Board—at their March meeting preferably.

- 8. For Action:** Board approval requested for PDR to apply for grants from three foundations, all due during June 2007. Opportunities are as follows:

1. From National Endowment for the Arts: Learning in the Arts for Children & Youth, seek support for either QTN or ACE program.
2. From Dana Foundation: Rural Arts Education Initiative, seek support for either ASAP or ACE program.
3. From McCarthy-Dressman Foundation: Teacher Development Grants, seek support for one or more regional panels in QTN program.

**Motion by:** R. Jones to approve PDR request to apply for three grants.

**Seconded by:** H. Wilson.

**Verbal vote:** passed unanimously.

- 9. For Information:** Update from Personnel Committee on Exec. Dir's annual evaluation.

Specifics:

1. Evaluation "form" for Executive Director review is accessible via internet in *Survey Monkey* online survey service.
  - Personnel Committee updated form used last year.
  - Personnel Committee Chair Sonja Peterson will send link via email to Board members.
  - Responses will be compiled by consultant Linda Hoskins working under the auspices of Community Consulting Group, Minneapolis.

2. Each Board member please complete evaluation by Monday, May 21.
  - If unable to respond to a specific question, leave blank and explain why in *Additional Comments* section.
3. Personnel Committee to meet Tuesday, May 29,
  - to review results of online evaluation,
  - followed by face-to-face evaluation with N. Davis.

**10. For Information: Open Forum.**

Arts High School (AHS) teacher João Bichinho asked if the Board had any response to the statement he read during the Open Forum portion of the April Board meeting, regarding the departure of the AHS Director. Board Personnel Committee Chair Sonja Peterson said she felt no response was appropriate as neither a hardcopy nor an electronic version of the statement Mr. Bichinho read were provided to the Board (see minutes of 4/12/07 Board meeting), and no names of signers of the statement other than the reader were presented to the Board.

Board Chair V. Katz said no further response would be forthcoming from the Board.

**11. For Information: Board Development Committee (BDC) presentation of finalist consultant(s), and Board selection of one consultant, to work with Board on Strategic Planning, followed by BDC notification to Board about timing for modifications to bring bylaws up-to-date with recent changes and additions to Board policies.**

BDC Chair Bob Brandt explained that BDC will meet with three finalist consulting organizations to view/hear presentations and to interview each group. After the sessions with the candidates, BDC expects to select one group to work with on Strategic Planning project.

Other Board members (not on BDC) may attend these sessions with finalists.

- If a non-BDC Board member requests and reads a copy of each finalist proposal, that member may voice comments and opinions to BDC during the Committee's post-sessions evaluation and final selection.
- Members who prefer not to read proposals in advance may attend to observe and hear the proceedings of the sessions and subsequent final selection.

**12. Meeting adjourned at 4:17 pm.**

**After completion of the agenda,** the chair moved the meeting into executive session for the purpose of discussing personnel issues.

**To:** Perpich Center for Arts Education  
Board of Directors

**CC:** Nathan Davis, Executive Director;  
Mike Hiatt, Director of PDR;  
Pam Paulson, Deputy Director;  
Bruce Santerre, Interim AHS Director; and  
Administrative Council

**From:** Steve Greenberg  
Assistant to the Executive Director

**Date:** May 3, 2007

**Subj:** Board Booklet for May 10, 2007 Board Meeting

Enclosed please find the agenda and booklet for the May 10, 2007 PCAE Board Meeting.

## **Table of Contents for May 2007 Board Booklet**

### **Page(s)**

Agenda for May 10, 2007 Board Meeting .....	front matter
Board Meeting Minutes from April 12, 2007 .....	1-5
Approval of sites for ACE Dance 2008-2009 .....	7-10
Approval of CAPP sites for 2008-2009 .....	11-14
AHS Public Calendar for 2007-2008 School Year .....	15-16

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**Perpich Center for Arts Education  
AGENDA  
for PCAE Board Meeting  
3:00 PM on Thursday, May 10, 2007  
Glass Box, GAIA Building**

1. Call to Order.
2. Roll Call and Introductions.
3. **For Action:** Call for additions to agenda, followed by request for approval of agenda.
4. **For Action:** Call for approval of minutes from April 12, 2007 Board meeting.  
Pages 1-5 in Board booklet.
5. **For Action:** Approval of recommended sites for ACE Dance 2008-2009.  
Presenter: Diane Aldis, Dance/Theater Education Coordinator.  
Pages 7-10 in Board booklet.
6. **For Action:** Approval of recommended CAPP sites for 2008-2009.  
Presenter: Dave Beaman, Visual & Media Arts Education Coordinator, and CAPP Coordinator.  
Pages 11-14 in Board booklet.
7. **For Action:** Vote on public calendar for the Arts High School for 2007-2008. The Board approved an AHS calendar at the March 2007 meeting, but that calendar was for internal use only. The calendar that will be posted on the Perpich web site and will be distributed publicly will be reviewed at this meeting.  
Presenter: B. Santerre, Interim Director of AHS.  
Pages 15-16 in Board booklet.
8. **For Information:** Update from Personnel Committee on Executive Director's annual evaluation.  
Presenter: Sonja Peterson, Chair of Personnel Committee.
9. **For Information:** Open Forum at approximately 3:45.  
Anyone who wishes to address the Board may do so at this time. Remarks should be kept to five minutes.

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10. **For Action & Information:** Board Development Committee (BDC) presentation of finalist consultant(s), and Board selection of one consultant, to work with Board on Strategic Planning, followed by BDC notification to Board about timing for modifications to bring bylaws up-to-date with recent changes and additions to Board policies.

Presenter: Bob Brandt, Chair of BDC.

**Handout(s) will be distributed at Board meeting.**

11. Adjournment.

12. **At ~4:15 PM:** Executive (closed) Session.

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**Perpich Center for Arts Education (PCAE)**

**Board of Directors  
Board Meeting Minutes  
for April 12, 2007**

**In the "Large Glass Box" of GAIA**

**1. Meeting Call to Order**

V. Katz, PCAE Board Chair, called the meeting to order at 3:03 pm.

**2. Roll Call and Introductions**

**Members Present:** Peter Adolphson, Robert "Bob" Brandt (via speaker phone), Ardythe "Ardie" Gallant, Penny Johnson, Roberta Jones, Virginia Katz, Sonja Peterson, Alex Plechash, MaryAnne Wilimek, Chris Wilson, Howard Wilson, and KaiMay Yuen-Terry.

**Excused:** none.

**Guests Present: Staff:** Diane Aldis (PDR Dance & Theater Ed. Coord.), Nathan Davis (Exec Dir), Bev DeVos (Admissions Dir), John Engel (Technology Dir), Holly Folkers (Admin Ass't), Steve Greenberg (Exec Ass't, taking minutes), Mike Hiatt (PDR Director), Mary Pietruszewski (Dir of Residential Programs), Byron Richard (PDR Educ. Research Coord.), Bruce Santerre (Interim AHS Director), and Chris Schanus (Communications Coordinator). **Faculty:** João Bichinho, Tom Carlson, John Colburn, Sarah Fox, Barb Hodne, Matt Mayfield, Karen Monson, Eric Nelson, Sun Yung Shin, and Erin Strauss. **Students:** none.

**3. For Action:** Call for additions to the agenda, followed by request for approval of agenda.

**Motion by:** P. Adolphson to approve agenda for this meeting with the following changes:

- a. Remove agenda item #9 (approval of AHS calendar for 2007-2008 that is available to the public)—calendar requires more changes before review and approval by Board.
- b. Due to the relation of item #11 and #7, move item #11 (presentation on marketing and recruitment by Kristin Kowler) to follow #7 (presentation of statistics and demographics of applicants for 2007-2008 school year).

**Seconded by:** P. Johnson.

**Verbal vote:** passed unanimously.

**4. For Action:** Call for approval of the minutes from the March 8, 2007 Board meeting.

**Motion by:** A. Plechash to approve March 8, 2007 minutes with the following change:

- a. V. Katz indicated that she is Board Chair, not Board President, and asked that the instance of "Board President" in the March 8 minutes be corrected to reflect this clarification.

**Seconded by:** H. Wilson.

**Verbal vote:** passed unanimously.

**5. For Information:** Executive Director's Report.

S. Peterson, Chair of Personnel Committee, mentioned that consultant Emil Angelica (from Community Consulting Group) has an evaluation tool that will help Personnel Committee in their evaluation of Exec. Dir. Nathan Davis for the 2006-2007 school year.

Please refer to the actual Exec Director's typed report dated April 12, 2007, for details. Some highlights of the report:

- a. Due to a recent overview of general operating budgets, Perpich may have an estimated \$200,000 to use for special expenditures, including initiatives to increase security at the agency.
- b. Air conditioning for East Wing of main building is underway and expected to be completed end-of-June.
- c. Michael Borowiak, Chemical Health Specialist at Perpich, has been convening a Chemical Health Commission comprised of Perpich staff, to address substance abuse prevention and intervention now and for the next school year.
- d. 27 students, accompanied by parent and faculty chaperones, took part in the AHS Spring Break trip to Japan.
- e. MN Senate has recommended \$813K for Perpich funding in next biennium; House has recommended \$314K. N. Davis, P. Paulson, and members of Board Legislative Liaison Committee plan more meetings at State Capital to try to leverage increased funding before session ends.

**6. For Information:** Welcome Dr. Bruce Santerre, Interim Arts High School Director.

Board members used this opportunity to ask B. Santerre questions including (1) in his time at Perpich so far, has he identified any problems that need attention, (2) what is his art background, (3) in his opinion, what place does art have in education.

Highlights of Dr. Santerre's responses & impressions:

- a. AHS students he's talked to have a firm handshake, look one in the eye, and have a sense of confidence.
- b. Alumni say the staff & faculty care about students as individuals first, then as students.
- c. The arts are absolutely critical; they're the glue that holds a school together; enable students to maintain or regain their "wholeness."



- d. Art is essential to the future of a democratic government.
- e. A principal must fashion his/her presence as a servant of his/her faculty.

**7. For Information:** Presentation of statistics reflecting demographics of student applicants for the 2007-2008 school year, with comparisons to data from previous years.

Some comments from B. DeVos, AHS Admissions Director, on declining numbers of annual applicants to, and/or enrollment in AHS:

- a. Numbers have been noticeably lower since "9/11;" non-Twin-Cities parents are reticent to send their high school juniors and seniors away from home.
- b. It can be a challenge for a young artist to select just one art area of focus.
- c. Having their own notions of drug use in teen populations, especially in cities, rural parents are reticent to send children away from home.
- d. Some people around the State still haven't heard of Perpich.
- e. Transportation limitations.
- f. AHS at this time offers only two Advanced Placement courses.
- g. Drop in admissions is partly due to the quality of applications.

B. DeVos's and C. Schanus's comments on improving enrollment numbers and some benefits of hiring an Outreach Coordinator (OC):

- a. An OC could help connect Perpich with non-mainstream cultural communities and populations.
- b. OC could work with alumni to involve them in recruiting.
- c. Offer summer school programs.
- d. PDR should focus on going out into the community.
- e. B. DeVos currently coordinates admissions; an OC could undertake recruitment—an area DeVos does not have enough bandwidth to carry.
- f. An OC/recruitment person is like a salesperson.
- g. What DeVos and Schanus have proposed at this Board meeting is similar to the recruitment model used by colleges.

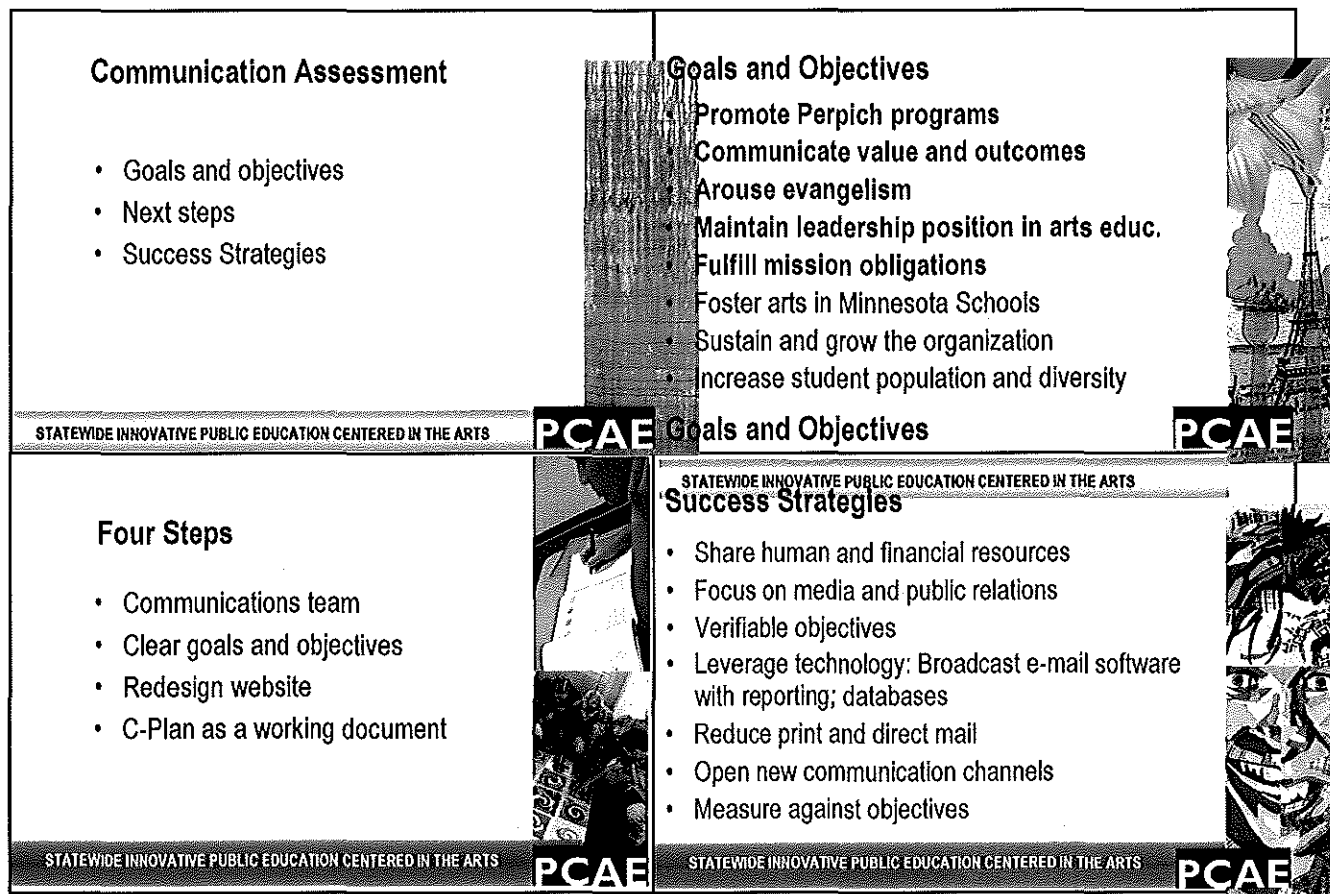
Other related comments & activities:

- a. N. Davis has brought in consultant Kristin Kowler to help with marketing & number of applicants, among other projects she's performing for Perpich.
- b. DeVos's and Schanus's report and recommendations should be the beginning of an effort to improve marketing and applicant numbers. N. Davis assured Board that PCAE Deputy Director Pam Paulson, who supervises DeVos, will make sure DeVos's and Schanus's comments will not end at this meeting.

- c. N. Davis, by the June Board meeting, will present a preliminary plan to address admissions concerns. His plan will fit within a strategic planning framework.

**8. For Information:** Presentation of findings and recommendations for resolution by an independent organizational consultant on marketing and recruitment at Perpich.

Consultant K. Kowler displayed and discussed the following four-page Microsoft PowerPoint presentation:



**9. For Information:** Open Forum.

João Bichinho read a statement to the Board regarding the departure of the Arts High School Director. He reported that the Education Minnesota field representative had advised him not to provide the Board with a copy of his statement. A Board member asked if he was speaking for the SRSEA membership and he replied that he was.

**10. Meeting adjourned at 4:30 pm.**

The following two items were deferred to future meetings:

(April Board Minutes continued on next page ➡ )

11. **For Action:** Vote on public calendar for the Arts High School for 2007-2008. The Board approved an AHS calendar at the March 2007 meeting, but that calendar was for internal use only. The calendar that will be posted on the Perpich web site and will be distributed publicly, will be presented for approval at this meeting.
12. **For Information** Arts High School (AHS) new fee schedules for commuter and resident (dorm) students, were approved at previous meeting (March 8). The Board requested at that meeting that the document be edited for clarity without changing fees or essential content.

The Chair moved the meeting into an executive session (closed meeting) for the purpose of discussing personnel.

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## REQUEST FOR ACTION BY PCAE BOARD OF DIRECTORS

Date: April 30, 2007

To: PCAE Board of Directors **May 2007** Meeting

From: Professional Development & Research

Presented Diane Aldis

By: Dance/Theater Education Coordinator

Background ☒  
Information: ☐

Sent in Board packet

To be handed out at Board meeting

General Subject Area: **Approval of Recommended Sites for ACE Dance  
2008-2009**

Specific Action(s) Requested of the Board: We are requesting action from the Board to approve the following six school sites to be included in the upcoming ACE Dance program for fiscal years 2008 and 2009. This is an on-going program of the agency to assist schools with implementation of dance into their school curriculum. Please see the Memo for further information and detail regarding the program and the schools recommended for funding.

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## Memorandum

**Date:** April 30, 2007

**To:** Nathan Davis  
Executive Director

**From:** Michael Hiatt, Director  
Professional Development & Research (PDR)

**Subject:** PDR Grant Request

**Applicant(s):** Arts Courses for Educators (ACE) ~ Dance  
School Grants-Biennium (FY 08 & FY 09)

**cc:** Pam Paulson  
Deputy Director

### Request for Board Approval

We request approval of grants for six schools to participate in the upcoming Arts Courses for Educators (ACE) ~ Dance program. The two-year cycle of the ACE~Dance program coincides with the Biennium, so we ask the Board to approve funding for both years of the ACE Program. Second year continuation grants will be awarded to the schools based on successful completion of year-one activities including submission and acceptance of the Year One Budget Report.

### Program Description

ACE~Dance provides professional development in Dance education for teams of teachers from Minnesota public schools. Over the course of each year in the 2-year program, K-12 teachers attend 5 days of workshops at the Perpich Center, and receive six days of school-site consulting from Dance education instructors and Center staff.

During each year of the 2007-09 ACE Program, we anticipate that:

- 22 teachers from six different schools will attend 5 days of workshops;
- ACE~Dance Instructors will provide 30-36 site visit days to the participating schools;
- Over 1900 students will participate in multiple Dance lessons jointly presented by their teacher and the Dance Instructor.

### Purpose of the Grants

The grants provide reimbursement to the schools for expenses incurred during the program: (1) substitute teacher coverage during planning days and workshop days; (2) stipends of no more than \$50 per day during summer workshops when teachers are off-contract; (3) travel and per diem expenses for those teachers traveling to the workshops from greater Minnesota; and (4) mileage reimbursement for up to two vehicles for teams whose school location is 16 or more miles from Perpich Center.

### Selection Process:

During February 2007, postcard announcements about the ACE~ Dance program were sent to every school district in Minnesota as well as to teachers and arts education contacts in our database. Center staff announced the opportunity at PDR workshops in both the metro area and greater Minnesota. The Center's

website provided online information and downloadable application forms. We received 13 complete applications from schools throughout Minnesota, including several schools that had no previous contact with the Center's programs. The 13 applications were from six of the eight Congressional Districts: 3, 4, 5, 6, 7, & 8.

All applications were evaluated by the ACE~Dance Review Panel on April 26, 2007 and included the following members:

Tom Carlson (Arts High School English Teacher)  
 Elaine Drivas (Arts High School Spanish Teacher)  
 Karen Montgomery (HS Phys. Ed. instructor; former ACE Dance Team Leader)  
 Miriam Must (Theater Artist; Current ACE Theater Instructor)  
 Derek Phillips (Perpich Center Adjunct Dance Education Coordinator)  
 Kenna Sarge (Dance Artist; former ACE Dance Instructor)  
 Kaimay Yuen-Terry (PCAE Board Member)

We recommend that the Board approve the following requested biennial funding for the ACE~Dance grants. The 07 request is based on confirmed mileage, hotel and substitute teacher rates for 07-08 academic year. The 08 funding request for 08-09 academic year includes 5% increase if needed to accommodate justifiable increases including: mileage reimbursement rate, substitute teacher rates, inflationary increase for lodging.

**Budget 0342**

**TOTAL REQUEST: \$40,448**

**PDR: ACE Dance Grant Request Biennium 07-08**

<i>Con Dist.</i>	<i>School</i>	<i>Proposed Funding 07</i>	<i>Proposed Funding 08</i>	<i>Total funding</i>
3	Rockford Elementary Art Magnet (PreK-5) Rockford, MN	\$3,460	\$3,633	\$7,093.00
4	Highland Park Senior High (9-12) St. Paul, MN	\$2215	\$2326	\$4,541.00
4	<i>East Metro Integration District Team</i> Harambee Community Cultures & Environmental Science (K-5) Maplewood <i>and</i>	\$3635	\$3817	\$7,452.00
6	Crosswinds Arts & Science School (6-10) Woodbury, MN			
5	Ramsey International Fine Arts Center (K-8) Minneapolis, MN	\$3400	\$3570	\$6,970.00
6	Lincoln Elem. School for the Arts (K-5) Anoka, MN	\$3350	\$3518	\$6868.00
8	Winterquist Elementary School (K-6) Esco, MN	\$3670	\$3854	\$7524.00
<b>Yearly Subtotals:</b>		<b>\$19,730</b>	<b>\$20,718</b>	<b>\$40,448.00</b>



## REQUEST FOR ACTION BY PCAE BOARD OF DIRECTORS

Date: April 30, 2007

To: PCAE Board of Directors **May 2007 Meeting**

From: Professional Development & Research

Presented Dave Beaman

By: Visual & Media Arts Education Coordinator,  
CAPP Coordinator

Background ☒  
Information: ☐

Sent in Board packet

To be handed out at Board meeting

General **Approval of Recommended CAPP sites for 2008 &**  
Subject Area: **2009**

Specific Action(s) Requested of the Board: We are requesting action from the Board to approve the following eight school sites to be included in the upcoming CAPP program for fiscal years 2008 and 2009. This is an on-going program of the agency to assist schools with the development of a comprehensive arts education plan for their school district and community.

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## **Memorandum**

To: Nathan Davis, Executive Director

From: Michael Hiatt, Director  
Professional Development & Research (PDR)

Dave Beaman  
CAPP Coordinator

Date: April 30, 2007

Subject: Comprehensive Arts Planning Program (CAPP) Round 13  
Recommended funding for Fiscal 2008 & 2009

Cc: Pam Paulson, Deputy Director

Legislative Funding:	\$64,000.00 for the biennium
Number of sites:	8
Grant amount:	\$8,000 per site for 2 years
Grant period:	August, 2007 -- June 15, 2009

### **Need for the CAPP Program**

"The strongest single factor in determining whether a school district provides arts education is the community's insistence, support and participation in making it happen. So everyone who has a stake in our children's success should see arts education as their cause." (Hilary Rodham Clinton)

Studies have shown that the single most critical factor in sustaining arts education in schools is the active involvement of influential segments of the community in shaping and implementing the policies and programs of the district. Adoption of a comprehensive vision and plan for arts education is one of the critical success factors for district-wide arts education.

### **Program Information**

In 1983, with a mandate by the Minnesota state legislature, the Comprehensive Arts Planning Program (CAPP) was born. Over the years, CAPP has been an important force for improving arts education in school districts all over the state of Minnesota. With the dissolution of the Minnesota Alliance for Arts in Education, the CAPP program is currently sponsored and funded by the Perpich Center for Arts Education (PCAE) with support from the Minnesota State Arts Board (MSAB).

The CAPP program and partners work with selected sites for two years. CAPP fosters a coalition between arts education stakeholders and influential advocates in the district and community. The resulting local CAPP committee works to envision the possibilities with results-oriented planning. The focus of the first year is to develop a comprehensive five-year arts education plan for

the school district. In the second year of the program, CAPP committees begin implementation of their plans, which are unique to each district and area, building on strengths and addressing needs appropriate to each district.

Eight sites submitted signed CAPP applications by the 4:00pm March 30, 2007 deadline. The state CAPP Review Panel convened on April 17, 2007 to review the applications. This committee (members listed below) recommends funding eight sites, allowing for funding of \$8000 over two years, and offering technical assistance and resources for the same time period.

CAPP partners will continue to foster connectivity and linkages that contribute to CAPP sites' capacity to build and support arts education in the district and community. (Currently, seven CAPP sites are participating in arts education and arts initiatives through PCAE and MSAB) The Steering Committee recommends contracting with sites for the two years of the biennium, eliminating the need to re-contract mid-biennium, and allowing for greater flexibility with distribution of funds. Participating districts are required to commit to a 50% match. Some of the match must be monetary.

**CAPP 13 Review Panel (met on Tuesday, April 17, 2007)**

Nathan Davis, Executive Director, Perpich Center for Arts Education

Michael Hiatt, Director, Professional Development & Research, PCAE

Dave Beaman, CAPP Program Manager, PCAE

Christine Wilson, Board of Directors, PCAE

Thomas Proehl, Executive Director, Minnesota State Arts Board

Amy Frimpong, Arts in Education Program Associate, MSAB

Jane Belau, Board of Directors, MSAB

**Site Funding Recommendations for CAPP 13 (2007-2009)**

<i>Site</i>	<i>Congressional District</i>	<i>Recommended Amount*</i>
Columbia Heights Public Schools	5	\$ 8000
Elk River Public Schools	6	\$ 8000
Great River Academy Charter School of St. Paul	4	\$ 8000
Hinckley-Finlayson Public Schools	8	\$ 8000
Lake Superior Public Schools (Two Harbors)	8	\$ 8000
Moorhead Public Schools	7	\$ 8000
Robbinsdale Public Schools	5, 6	\$ 8000
St. Louis County Pubic Schools	8	\$ 8000

- *The \$8000 amount will be granted over a two-year period, with \$3,400 initially released after we receive a signed contract; \$4000 released after receiving published CAPP site five-year plan with local board approval; \$600 following submission of site workplan and final budget report.*

## REQUEST FOR ACTION BY PCAE BOARD OF DIRECTORS

Date: April 30, 2007

To: PCAE Board of Directors **May 2007** Meeting

From: Arts High School

Presented By: Bruce Santerre  
Director of Arts High School

Background	<input checked="" type="checkbox"/>	Sent in Board packet
Information:	<input type="checkbox"/>	To be handed out at Board meeting

General Subject Area: **Approval of AHS Calendar for 2007-2008 School Year**

Specific Action(s) Requested of the Board: The Board approved an AHS calendar at its March 2007 meeting, but that calendar was for internal use only. The calendar that will be posted on the Perpich web site and will be distributed publicly is presented here for your review and approval.

**Perpich Center for Arts Education - Arts High School**  
**2007-08 School Calendar**

Sunday, August 26 ..... Move-in Day for New Juniors /New Seniors Who are Residents 12pm – 6pm  
Monday, August 27 ..... New Students 1<sup>st</sup> Day of School - Ret. Seniors Move into Dorm 2-6pm  
Tuesday, August 28 ..... First Full School Day for ALL Students  
Friday, August 31 ..... 1/2 day of School, Parent Open House Dorm Closes 6pm

Monday, September 3 ..... Labor Day – No School  
Tuesday, September 4 ..... No School - Dorm Opens 4pm  
Thursday, September 13 ..... No Evening Activities  
Friday, September 21 ..... Dorm Close 6pm  
Sunday, September 23 ..... Dorm Opens 4pm

Wednesday, October 17 ..... PSAT (Junior's Only) – No Academic Classes  
Wednesday, October 17 ..... Dorm Closes 6pm  
Thursday, October 18 ..... Teacher Convention – No School  
Friday, October 19 ..... Teacher Convention – No School  
Sunday, October 21 ..... Dorm Opens 4pm

Friday, November 2 ..... 1/2 day of School, Parent/Teacher Conferences – Dorm Closes 6pm  
Monday, November 5 ..... No School - Dorm Opens 4pm  
Tuesday, November 20 ..... Full School Day - Dorm Closes 6pm  
Wednesday, November 21 ..... No School  
Thursday, November 22 ..... No School  
Friday, November 23 ..... No School  
Sunday, November 25 ..... Dorm Opens 4pm  
Friday, December 21 ..... Dorm Closes 6pm  
Monday, December 24 – Friday, January 4 ..... Winter Break, No School  
Sunday, January 6 ..... Dorm Opens 4pm  
Monday, January 7 ..... Classes Resume  
Thursday, January 17 ..... Dorm Closes 6pm  
Friday, January 18 ..... No School  
Monday, January 21 ..... No School  
Tuesday, January 22 ..... No School –Dorm Opens 4pm

Friday, February 15 ..... Dorm Closes 6pm  
Monday, February 18 ..... No School  
Tuesday, February 19 ..... No School – Dorm Opens 4pm  
Thursday, March 6 ..... Dorm Closes 6pm  
Friday, March 7 ..... No School  
Sunday, March 9 ..... Dorm Opens 4pm  
Wednesday, March 19 ..... Dorm Closes 6pm  
Thursday, March 20 ..... No School  
Friday, March 21 ..... No School  
Monday, March 24 – March 28 ..... Spring Break, No School  
Monday, March 31 ..... Parent/Teacher Conferences – No School

Friday, April 18 ..... Dorm Closes 6pm  
Monday, April 21 ..... No School – Dorm Opens 4pm

Friday, May 23 ..... Dorm Closes 6pm  
Monday, May 26 ..... Dorm Opens 4pm  
Tuesday, May 27 ..... School in Session

Thursday, June 5 ..... 1/2 Day of School – All Junior Residents move out by 6pm  
Friday, June 6 ..... Graduation – All Senior Residents move out by 12:00pm

**Perpich Center for Arts Education (PCAE)**

**Board of Directors  
Board Meeting Minutes  
for June 14, 2007**

**In the "Large Glass Box" of GAIA**

**1. Meeting Call to Order**

V. Katz, PCAE Board Chair, called the meeting to order at 3:02 pm.

**2. Roll Call and Introductions**

**Members Present:** Peter Adolphson, Robert "Bob" Brandt (via speakerphone), Ardythe "Ardie" Gallant, Penny Johnson, Virginia Katz, Alex Plechash, Chris Wilson, Howard Wilson, KaiMay Yuen-Terry.

**Excused:** Sonja Peterson, MaryAnne Wilimek.

**Absent:** Roberta Jones.

**Guests Present:** Staff: Pam Paulson (Deputy Director). PDR Staff: Mike Hiatt (Director), Virginia McFerran (Education Specialist), Byron Richard (Education Research Coordinator).

**3. For Action:** Call for additions to the agenda, followed by request for approval of agenda.

**Motion By:** P. Adolphson to approve agenda for this meeting without any changes.

**Seconded by:** A. Plechash.

**Verbal vote:** passed unanimously.

**4. For Action:** Call for approval of the minutes from the May 10, 2007 Board meeting.

**Motion By:** P. Johnson to approve May 10 minutes as submitted (no changes).

**Seconded by:** C. Wilson.

**Verbal vote:** passed unanimously.

**5. For Information +/-or Action:** Logistics for Aug., Sept., & Oct. 2007 Board meetings.

**Motion By:** A. Plechash to move August Board meeting from 9<sup>th</sup> to 2<sup>nd</sup> due to scheduling conflicts.

**Seconded by:** P. Adolphson.

**Verbal vote:** passed unanimously.

**Info:** September Board Meeting: Annual Board "Retreat" to begin with lunch at noon, followed by business, including an initial meeting with Strategic Planning Project consultant, followed by a picnic dinner around 5:30 pm, to which spouses/partners/significant others will be invited.

October Board Meeting: Annual Board "out-state" meeting. At August meeting, Board will choose between Fergus Falls, Rochester, and any other locations that might be suggested by then.

**6. For Information:** Executive Director's Report.

Included: (1) a summary of 2006-2007 year for Perpich Foundation, submitted by Foundation Chair Susan "Sue" Mackert; and (2) a three-page document entitled *Student Recruitment*, an initial plan to increase visibility, stature and positioning of the agency statewide. These initiatives are intended to increase recruitment of students for the High School.

Some Details Added at Meeting:

1. Foundation's Big Event will be Saturday, November 3, 2007.
2. (A clarification:) Under *Personnel*, an offer has been extended to Suzanne Bursh to be promoted to the position of Assistant to PDR Director Mike Hiatt. Bursh has not yet given her decision.
3. Bruce Santerre has been filling the position of Interim Arts High School Director since March, but he will not continue in the position for the coming year. N. Davis is seeking to hire another interim high school director for the 2007-2008 school year. This will allow for a comprehensive search for a permanent director to take place during the upcoming school year(s). Santerre will remain on through a portion of the summer to assist in orienting a new interim director.
4. N. Davis will meet with P. Paulson and M. Hiatt to prioritize implementation of *Student Recruitment* plan, and will report to Board at August 2 meeting.

**7. For Information:** PDR Presentation—Minnesota Scholars of Distinction in Theater.

Adjunct Theater Education Specialist Virginia McFerran described and distributed materials about the MN Department of Education's Scholars of Distinction award program for high school students. McFerran has represented PCAE in supporting the Theater Arts awards. In addition to theater, awards are given in the areas of applied geography, leadership, mathematics, and science.

**8. For Information:** Financial report from Board Finance Committee.

Finance Chair A. Plechash reported that PCAE is on budget as we come to the close of the current biennium. Budget for next biennium reflected an \$800K increase (to almost the end of the Legislative Session, it appeared Perpich would only get \$300K increase). Finance Committee endorses putting more emphasis on applying for grants in the future.

**9. For Information:** Verbal report by Board speaker H. Wilson on 2007 AHS graduation ceremony.



Ted Mann Concert Hall appeared to be a full house. Gist of Wilson's message to those gathered focused on three words: *welcome, congratulations, and thank you*. As usual, the AHS ceremony was most unique and entertaining!

**10. For Information:** Open Forum at approximately 4:00.

No one had items to present.

**11. For Action:** Approval of consulting group for Board-led PCAE Strategic Planning.

**Motion By:** Board Development Committee to select Consensus Council, Inc. of Bismarck, ND for Strategic Planning Project.

**Seconded by:** P. Adolphson.

**Verbal vote:** passed unanimously

Details Added at Meeting

1. Consensus Council will meet Board at August 2 meeting.
2. The proceeds of Board Development Committee (BDC) and full PCAE Board around selecting the consultant for Strategic Planning Project are to be public information. To that end:
  - Actual scoring data for each BDC evaluator and each of the seven applicants (submitters of proposals) will be entered into a database maintained by MN Department of Administration in Materials Management Division.
  - Perpich Exec Office will maintain detailed records of process.
  - For anonymity of evaluators/scorers, in State and Perpich records, they will be identified by labels *A, B, C*, etc. However, the actual names may be identified if requested as part of a future, legal, court proceeding.

**12. For Action:** PDR seeks Board approval of amendments to six QTA contracts.

**Motion By:** K. Yuen-Terry to approve the following personnel and funding additions to six 2007-2008 Quality Teaching in the Arts activities. These amendments also provide for contract/program extensions of up to two years:

Primary Curriculum Consultant	\$80,000
Multi-media Resource Production Coordinator	40,000
SE Network, Panel and In-School Laboratory Facilitator	31,500
NW Network, Panel and In-School Laboratory Facilitator	31,500
NE Network, Panel and In-School Laboratory Facilitator	31,500
<u>Support Person for Quality Teaching in the Arts</u>	<u>20,000</u>
Total:	\$234,500

The Board proposed one friendly amendment that after the first year of the two-year extensions, PDR will submit a report update to the Board on these QTA contracts.

**Seconded by:** A. Plechash.

**Verbal vote:** passed unanimously with friendly amendment.

- 13. For Action:** PDR seeks Board approval to accept funds from MN Department of Education (MDE) for Quality Teaching Network (QTN).

**Motion By:** P. Adolphson to accept funds from MDE for QTN.

**Seconded by:** P. Johnson.

**Verbal vote:** passed unanimously

**Details Added at Meeting**

1. Until MDE actually notifies PDR of grant (probably in July 2007), actual amount will be unknown. In past years, amount has ranged from \$30K-\$50K.
2. Board is asked to approve now since next Board meeting will be in August, and PDR will need to respond to MDE to accept prior to then.
3. First large MDE grant to PCAE was in 1977.

- 14. For Information:** Report from the Personnel Committee on the annual evaluation of the Executive Director. Committee Chair Sonja Peterson was unable to attend this meeting, and the following report was presented by Committee member Penny Johnson:

**Personnel Committee  
Report to Board re:  
Executive Director Evaluation  
June 14 Board Meeting**

The Personnel Committee met May 29<sup>th</sup> to review the responses to the Executive Director Survey. Eleven of the twelve board members participated. This is a summary of those responses:

- 1) Seventy-five to ninety percent of the responders rated the Ex. Dir. in the 3 or 4 category on all but one item. On a scale of 1 to 4, ratings 3 and 4 indicated that the ED either met or exceeded expectations.
- 2) There appeared to be consensus that the E.D. is moving in the right direction in laying the foundation for the future direction and agenda. His vision for PCAE is a sound one.
- 3) There was concern that there appears to be some internal resistance to a shared vision of the future of the agency.
- 4) It is good to see the efforts at partnerships and collaboration with other arts communities.
- 5) Good progress has been made in establishing greater networking with outside constituencies.
- 6) The financial/accounting area of PCAE is considerably improved. The Board would like this information on a more regular basis.
- 7) Progress has been made in unifying the agency, however we still have work to do in this regard, especially in the area of internal communication.

- 8) There has been solid improvement on the structure of the administration and delineation of responsibilities...again, more remains to be done.
- 9) In summary, the Board is supportive and pleased with the Exec. Director's work this past year.
- 10) The Personnel Committee has no recommendation for compensation yet as the new contracts have yet to be settled. We will make a recommendation as soon as that has been accomplished. When that happens, an increase will be retroactive to July 1.

15. Meeting adjournment at 5:17 pm.

16. Board Chair V. Katz move the meeting into executive (closed) session. This session was adjourned at 5:50 pm.

**Perpich Center for Arts Education  
AGENDA  
for PCAE Board Meeting  
3:00 PM on Thursday, June 14, 2007  
Glass Box, GAIA Building**

**Note:** Prior to full Board meeting, Board Finance Committee will meet from 1:00-3:00 pm in GAIA Room 205. The Committee includes Peter Adolphson, Ardie Gallant, Penny Johnson, and Alex Plechash (Chair).

1. Call to Order.
2. Roll Call and Introductions.
3. **For Action:** Call for additions to agenda, followed by request for approval of agenda.
4. **For Action:** Call for approval of minutes from May 10, 2007 Board meeting.  
Pages 1-5 in Board booklet.
5. **For Information or Action:** The next three Board meetings:
  - August: Consider changing date due to scheduling conflicts.
  - September: Reminder of extended "retreat" times for this meeting.
  - October: Choose location for annual out-state meeting.
  - Presenter: Virginia Katz, Chair, PCAE Board of Directors.
6. **For Information:** Executive Director's Report; will include Report of PCAE Foundation Board of Directors submitted by Sue Mackert, Chair, Foundation Board.  
Presenter: Nathan Davis, PCAE Executive Director.  
**Handouts will be distributed at Board meeting.**
7. **For Information:** PDR Presentation - Minnesota Scholars of Distinction in Theater.  
Presenter: Virginia McFerran, Adjunct Theater Education Specialist.  
**Handouts, if any, will be distributed at Board meeting.**
8. **For Information:** Financial report from Board Finance Committee.  
Presenter: Alex Plechash, Chair, Finance Committee.  
Pages 7-9 in Board booklet.

9. **For Information:** Report on 2007 AHS graduation ceremony.  
Presenter: Howard Wilson, Vice-Chair, PCAE Board of Directors.
10. **For Information:** Open Forum at approximately 4:00.  
Anyone who wishes to address the Board may do so at this time. Please limit remarks to five minutes.
11. **For Action:** Approval of consulting group for Board-led PCAE Strategic Planning.  
Presenter: Bob Brandt, Chair, Board Development Committee and/or  
MaryAnne Wilimek, Member, Board Development Committee.  
Pages 11-18 in Board booklet.
12. **For Action:** PDR seeks Board approval of amendments to six QTA contracts.  
Presenter: Michael Hiatt, PDR Director, and  
Byron Richard, PDR Education Research Coordinator.  
Pages 19-24 in Board booklet.
13. **For Action:** Seeking Board approval to accept funds from Minnesota Department of Education (MDE) for Quality Teaching Network (QTN).  
Presenters: Pamela Paulson, Deputy Director, and  
Michael Hiatt, PDR Director.  
Page 25 in Board booklet.
14. **For Information:** Update from Board Personnel Committee on Executive Director's annual evaluation.  
Presenter: Penny Johnson, Member of Personnel Committee, reporting in absence of Committee Chair Sonja Peterson.  
Pages 27-28 in Board booklet.
15. Adjournment.
16. **At ~5:00 PM:** Executive (closed) Session.

## REQUEST FOR ACTION BY PCAE BOARD OF DIRECTORS

Date: Tuesday, June 5, 2007

To: PCAE Board of Directors, **June 2007** Meeting

From: Board Development Committee

Presented Bob Brandt

By: Chair, Board Development Committee

Background  
Information:

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Sent in Board packet

To be handed out at Board meeting

General  
Subject Area:

### **Strategic Planning Consultant**

Specific  
Action(s)  
Requested of  
the Board:

Board Development Committee recommends and moves that PCAE Board approve the selection of Consensus Council, Inc. of Bismarck, North Dakota, to Guide the Board, staff, and faculty of Perpich Center through a process to (1) create an organizational three-year strategic plan, and (2) to give to Perpich a set of processes, tools, and skills so the Center may perform strategic planning in the future.