

**Perpich Center for Arts Education (PCAE)  
Board of Directors  
Board Meeting Minutes  
for Thursday, August 2, 2007  
In the Visitors Center of the AHS Building**

**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, Ardythe "Ardie" Gallant, Penny Johnson, Virginia Katz, Alex Plechash, MaryAnne Wilimek, Chris Wilson, and Howard Wilson.

**Excused:** Roberta Jones, Sonja Peterson, and KaiMay Yuen-Terry.

**Guests Present:** Staff: Debbie Ambright (Finance Dir), Nathan Davis (Exec Dir), Steve Greenberg (Exec Ass't taking minutes), Mike Hiatt (PDR Director), Rosalind Hoffman (Accts Payable Clerk), Pam Paulson (Deputy Director), Marilyn Wahlstrom (Buyer/Payroll), and Alice Woog (AHS Director). Guests: Jane Nakken and Stephen "Steve" Ward (both from Stephen Ward Associates).

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

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

- a. Re-number item 6 (Exec Dir Report) to **5A**, item 7 (Approval of Title IX Non-Discrimination Policy) to **5B**, and item 9 (Summer programs at Perpich) to **5C**.
- b. Re-number item 8 (Open Forum) to **6**.
- c. Add new item **7** "For Information: Finance Report."
- d. With above-mentioned items becoming sub-items of 5 (5A, 5B, 5C): Item 10 (Intro of Stephen Ward Associates) becomes **8**, and item 11 (Adjournment) becomes **9**.

**Seconded by:** R. Brandt.

**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 06/14/07 minutes as submitted (no changes).

**Seconded by:** C. Wilson.

**Verbal vote:** passed unanimously.

**5. For Action:** Choose location for October out-state meeting.

**Motion by:** R. Brandt to hold October Board meeting in Rochester, MN.

**Seconded by:** H. Wilson.

**Verbal vote:** passed unanimously.

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

Note: The text/narrative (first four pages) of the Exec Dir report is included on next four pages. Comments and added information brought up at meeting are inserted within the text preceded by an arrow (⇒).

## **EXECUTIVE DIRECTOR'S REPORT**

### **August 2, 2007 PCAE Board Meeting**

#### **Personnel**

- Welcome to Dr. Alice Woog.
  - ⇒ Woog began work at Perpich on 07/02/07.
  - ⇒ Will be working with previous Interim AHS Director Bruce Santerre to establish protocols for faculty planning. Teachers will be specifically involved in a professional development program called "Inventing Our Future."
  - ⇒ Search for a permanent AHS Director, which will by definition take more time than searching for interim positions, will likely occur in 2008-2009. Now, it is important to maintain momentum and focus on improvements being initiated and put in place with procedures, guidelines, and general administrative protocols for sustainable, future AHS leadership.
- Communications position search underway.
  - ⇒ In filling this position, one of the emphases will be on finding someone with a strong track record for proactive contact and collaboration with the media.
  - ⇒ N. Davis will check current level of responses to the State's recent listing for this position, to ascertain whether to place an ad in the Minneapolis Star-Tribune.
- Human Resources full-time position search underway.
- Contracts Specialist hired (Jennifer Manning).
- Accounting Technician hired (Rosalind "Ros" Hoffman).
- Guidance Counselor hired (Dianne Auger).
- Language Arts Teacher hired (Eric Hansen).
- New Temporary Position: 60% QTA Support (funded from federal grant); 40% Communications.
- John Colburn and Chris Granias remain at 75% FTE in FY08; up from 50% FTE in FY06.
- Shannon Hannigan will be at 60% FTE in FY 08 and was 75% FTE in 07.
- James Allen will be at 30% FTE in FY 08; up from 25% FTE in 07.

#### **Administration**

- Financial aid decisions have been made. The agency will subsidize \$60,050 of its established students' residential fees (\$3,000 per student). Aid granted is determined by federal reduced and minimal lunch guidelines.
  - ⇒ Some families get partial assistance in the amount of \$1500 (half of the annual \$3000 billed to families).

- Including the \$60,050 federal funds, the subsidization for all residential students is \$444,050—based upon the real cost to the agency per student (\$6,000).  
⇒ The PCAE Foundation has, and plans to continue to offer assistance, too.
- ⇒ Perpich Programmer Analyst Brent Anderson has created an Online Reservation System to enable people to reserve tickets for AHS performances via the internet, and for Perpich administration to manage much of the ticket reservations process online. New system will be available for first AHS performances of school year, which will begin on October 24.

### **Building/Grounds/Operations**

- Air conditioning in the entire administration building is up and running.
- We will receive additional CAPRA funding for the East Admin Roof that will allow us to complete the entire roof all at once. That cost and project won't need to be included in the FY 08 Capital Budget Request.
- Next year's capital bonding request will include:
  - Seeking funds for a Master Plan Update that can include pre-designs for a Wellness Center and a new performance venue. We will also ask for funds (to \$206,000);
  - Building a workshop/storage area adjacent to the boiler room (\$53,000);
  - Completing sidewalk and driveway pavement repairs (\$139,000);
  - Installing new windows and room air-conditioning units in dorm rooms (\$500,000);  
⇒ N. Davis will request \$500K for this work only if there is definite need.
  - Completing the roofing of the Admin Building (not needed)—we were awarded over \$400,000 of CAPRA funding in June to complete this project; and
  - Installing drain tile on the north and east sides of Admin Bldg (\$53,000).

**TOTAL: \$951,000**

- ⇒ PCAE Foundation is beginning to look into a campus Wellness Center that would include an exercise facility, recreation area, and more. Board members indicated they're very interested in such a pursuit.

### **Arts High School**

- School to begin Aug. 28; new students move in on Aug. 25th. Final applicant and admissions numbers increased with second round.  
⇒ In the future, we must achieve this level of success in a single round.
- Dr. Santerre will continue to work with Arts High School and agency as a consultant in:
  - Agency administrative goal setting;

- NCA planning; and
- Program/curriculum review.
- The College Board has awarded and authorized "AP" status for Craig Farmer's Art History course for the 2007-08 academic year.
- ⇒ Per N. Davis, Farmer is "a groundbreaking teacher in art history."

### **PDR**

- MDE grant/agreement. Renewal of \$44,940.00 funding for QTN activities and our ongoing collaboration with MDE (between July 15, 2007 and June 30, 2008).
  - ⇒ PDR's QTN (Quality Teaching Network) program was originally QTA under the auspices of MN Department of Educ. PDR took program leadership on from MDE.
- Review of arts standards underway.
- Submission for inclusion in the NEA Leadership Institute.
- Other activity: USDOE Teacher-to-Teacher.
- A new summer collaboration with the Guthrie Theater.
  - ⇒ Perpich supplied \$5K of funding for this collaboration.
  - ⇒ N. Davis will look into media coverage of this program.
- Numerous other summer programs on campus.

### **Public Visibility**

- *Student Recruitment: Strategic Communications Plan* (see next two pages of these minutes).
- *Lit Kids* anthology at local bookstores; introduced in Star-Tribune.
- Perpich-sponsored public television for July 2007.
- Media Arts Instructor Nancy Norwood quoted in August 2007 *Twin Cities Metro* magazine.
- ⇒ Visibility of PCAE from Highway 55 has been enhanced with banners depicting the art forms taught in the high school. Plans are underway to add banners depicting academic areas, too. The banners are expected to withstand the elements and last 5-10 years.

August 2, 2007 Executive Director's  
Report continued on next page



## **STUDENT RECRUITMENT STRATEGIC COMMUNICATIONS PLAN**

**Goal:** Increase visibility, stature and positioning of the agency statewide.

**Objectives:**

- (1) Increase effectiveness in reaching students across the State to increase applications by 33% (without a second admission round), and
- (2) Increase the profile (and further the dissemination) of outreach programs and PCAE's stature with the public and legislature.

**Current Strategies Include:**

- (1) Distribution of collateral material—admissions viewbook, poster and postcard;
- (2) Advertising—non-metro newspapers, performance programs, targeted magazines and student newspapers;
- (3) Press releases related to admissions information sessions; and
- (4) Seven scheduled on-campus information sessions.

**NEW STRATEGIES:**

- ★ Out-state information sessions (4).
- ★ Visits to community centers and organizations in the Twin Cities area (8). \*\*
- ★ Arts High School programmatic review process developed – to align program mission/goals/objectives with recruitment strategies.
- ★ Admissions Director will now report directly to Arts High School Director.
- ★ From the Strategic Communications Plan:
  - (1) Establish an electronic newsletter highlighting arts education activity in the State (quarterly basis; first issue: November 15<sup>th</sup>, 2007).
  - (2) Build online courses (5-6); utilize this medium to disseminate information about the Center to 1000 teachers.
  - (3) Present information at K-12 leadership conferences.
  - (4) \*\*Similar to the preparation used to create an organizational speakers bureau, create a consistent format and approach within the agency to disseminate cohesive and consistent information about the Center.
- ★ Advertising strategies to be re-evaluated with new Communications Director. More than \$10,000 of advertising budget will be re-directed. All future strategies will be developed under the scrutiny of these tests:
  - (1) Why is this approach necessary or beneficial?

- (2) Is it worth the effort and/or cost?
- (3) How will success be measured or recognized?
- (4) Is there a better way?

- ★ The work of the agency to be showcased in a monthly press release that captures and synthesizes for the media special capacities/qualities of the Center.
  - ★ Continue to build the position and profile of the Center through partnerships with arts and education organizations.
  - ★ Significantly enhance our website as a tool to showcase the work of the agency.
  - ★ Create an alumni database listing accomplishments by program area, and maintain consistent contact with designated graduates. Solicit and coordinate their assistance to disseminate information about the Center to their hometown region of the State.
- ⇒ Will keep active contact with alumni AND their families.

\*\*\* August 2., 2007 Executive Director's Report ends here. \*\*\*

**5B. For Action:** Approval of Title IX Non-Discrimination Policy for PCAE.

- Notes:**
- a. In the agenda for August 2 meeting, this item should have been listed *For Information*, not *For Action*.
  - a. The *PCAE Title IX Non-Discrimination Policy* was mailed out with the August 2 Board packet. Board members have received and reviewed the document.
  - b. There is a typo in Section V, Item a. "Cancellation or residence hall contract" should be corrected to "Cancellation of residence hall contract."

**5C. For Information:** Summer programs at Perpich.

M. Hiatt talked about a number of events at Perpich this summer, and about summer plans for the future. He cited the work on A/C in the early summer months helped make the summer activities a success.

Some Details

The summer activities at Perpich included 350-400 teachers, teaching artists, and students. Exec. Director N. Davis remarked that Hiatt "has undertaken this summer programming on his own initiative."

1. The *Women Rock the Mike* week-long program, presented under the auspices of Women In Music Minnesota (WIMM) had 38 participants from the Metro already, and brought a lot of media coverage to Perpich. For next year, WIMM is already discussing the possibility of a two-week program that would be offered to women and girls Statewide.

2. Almost 40 adult participants were involved in an *Expeditionary Learning Institute* and stayed on campus in the dormitory for the duration of the event; they found the lodgings comfortable. Feedback received from the program included that PCAE has created an intimate environment for meetings and learning.
3. An upcoming (later in the summer), Make Music, Inc. is having a *Music Technology Institute* at Perpich that will involve approximately 150 music educators.
4. During the week of July 30, 30 teachers were involved in an *Anchor Works Project* under the Quality Teaching in the Arts program. The workshop was sold out, which necessitated moving it to the Large Glass Box in GAIA (which is why the August 2 Board meeting was moved to the Visitors Center!).

**6. For Information:** Open Forum at approximately 4:15.

No one at the meeting had items to present.

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

Details Added at Meeting

- a. August is a difficult time to get an effective picture of Perpich finances since most of the month is dedicated to closing the 2007 biennium.
- b. Approximately \$460K earmarked for maintenance was rolled forward from 2006 to 2007.
- c. Finance Committee plan is to provide an updated 2008 budget at September Board meeting.
- d. In current financial reports, budget projections for salary appear to be high because it presents salaries being paid for 12 months, even though faculty salaries are actually paid for 10.5 months.

**8. For Information:** Introduction to Stephen Ward Associates, the consulting group that will work with the PCAE Board on Board-led Strategic Planning Project.

Some Salient Points Made at Meeting

1. Any strategic planning process needs to be tailored to each organization; it's not a case of "one size fits all."
2. The Strategic Planning Team (SPT) will oversee SWA consultants, gather data, then present the data to the PCAE Board. (The SPT will process the data before bringing it to Board.)
3. The PCAE Board will be held responsible for the Strategic Plan. As such, Board members need to be aware of, and understand the Plan.

4. SWA wants at least one Board member on team, with other members coming from Perpich staff and faculty. By end of this agenda item, those present concluded that SPT will include BDC plus other interested Board members, and Perpich staff and faculty. The Team will be the *custodians of the process*.
5. SWA will work out with N. Davis the time commitment of PCAE staff and faculty on the SPT.
6. Although the original RFP indicated one year for this planning process, SWA is aiming for nine months.
7. Per one Board member, the "Plan has to help drive our legislative agenda and financial budget process."
8. SWA wants to interview each Board member.
9. SWA expects to be able to describe the direction of the Strategic Plan by late 2007 or early 2008.
10. Parts of the Plan may be implemented before the entire nine-month or one-year planning process has been completed.
11. SWA would like three hours to work with the Board at the September 13 Board meeting and Annual Retreat.

9. Meeting adjourned at 5:20 pm.

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

**CC:** Stephen Ward & Jane Nakken,  
Stephen Ward Associates;  
Nathan Davis, Executive Director;  
Mike Hiatt, Director of PDR;  
Pam Paulson, Deputy Director;  
Alice Woog, Interim AHS Director; and  
Administrative Council

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

**Date:** July 26, 2007

**Subj:** Board Booklet for August 2, 2007 Board Meeting

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

**Please Note:** This meeting will be held in the **Visitors Center**, located in the main building, **not** in GAIA (PDR) where we usually convene.

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**Perpich Center for Arts Education  
AGENDA  
for PCAE Board Meeting  
3:00 PM on Thursday, August 2, 2007**

**Visitors Center, School/Admin (Main) 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 June 14, 2007 Board meeting.  
Pages 1-5 in Board booklet.
5. **For Action:** Choose location for October out-state Board meeting.  
Presenter: Virginia Katz, Chair, PCAE Board of Directors.
6. **For Information:** Executive Director's Report.  
Presenter: Nathan Davis, PCAE Executive Director.  
**Handout(s) will be distributed at Board meeting.**
7. **For Action:** Approval of Title IX Non-Discrimination Policy for PCAE.  
Presenter: Alice Woog, AHS Interim Director.  
Pages 7-11 in Board booklet.
8. **For Information:** Open Forum at approximately 3:45.  
Anyone who wishes to address the Board may do so at this time. Please limit remarks to five minutes.
9. **For Information:** Summer programs at Perpich.  
Presenter: Mike Hiatt, PDR Director.  
**Handouts, if any, will be distributed at Board meeting.**
10. **For Information:** Introduction of Stephen Ward Associates (SWA), the consulting group that will work with the PCAE Board on the Board-led Strategic Planning Project.  
Presenters: Bob Brandt, Chair of Board Development Committee;  
Stephen Ward and Jane Nakken, SWA  
**Handouts, if any, will be distributed at Board meeting.**
11. Adjournment.

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**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.

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## REQUEST FOR ACTION BY PCAE BOARD OF DIRECTORS

Date: July 26, 2007

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

From: Arts High School

Presented Alice Woog  
By: Interim Director

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 PCAE Title IX Non-Discrimination Policy**

Specific Action(s) Requested of the Board: AHS administration is requesting action from the Board to approve the following policy that protects students from discrimination on the basis of sex.

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## **Perpich Center For Arts Education**

### **Title IX Non-Discrimination Policy**

#### **I. Purpose**

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

#### **II. General Statement of Policy**

- a. The Perpich Center for Arts Education (Agency) provides equal educational opportunity for all students and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the Agency on the basis of sex.
- b. It is the responsibility of every Agency employee to comply with this policy.
- c. Any student, parent or guardian having questions regarding this policy should discuss it with the appropriate Agency official provided by policy. In the absence of a specific designee, an inquiry or report should be referred to the Arts High School (AHS) Director.

#### **III. Reporting Procedures**

- a. The Agency board hereby designates the AHS Director or designee as the Agency Title IX coordinator and authorizes the Director to receive reports of unlawful sex discrimination toward a student. If the report involves the AHS Director, the report shall be filed directly with the Deputy Director of the Agency.
- b. The Agency shall conspicuously post the name of the AHS Director, including mailing address and telephone number. Any student who believes they have been the victim of unlawful sex discrimination by a teacher, administrator or other Agency personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate Agency official designated by this policy.
- c. The Agency encourages the reporting party to use the report form available from the AHS Director or available from the student services office, but oral reports shall be considered reports as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to the AHS Director or to the Deputy Director.

- d. Any adult Agency personnel who receives a report of unlawful sex discrimination toward a student shall inform the AHS Director as soon as possible.
- e. Upon receipt of a report, the AHS Director must notify the subject's parent or guardian as soon as possible, without screening or investigating the report. The Director may request, but may not insist upon, a written report. A written statement of the facts alleged will be forwarded as soon as practicable by the Director to the student's parent or guardian. Failure to forward any report of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against any Agency employee. If the report involves the AHS Director, the report shall be made or filed directly with the Deputy Director by the reporting party.
- f. Submission of a good faith report of unlawful sex discrimination toward a student will not affect the reporter's future employment, grades or work assignments.
- g. The Agency will respect the privacy of the reporter, the individual(s) against whom the report is filed, and the witnesses, as much as possible, consistent with the Agency's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

#### IV. Investigation

- a. By authority of the Agency, the AHS Director, upon receipt of a report alleging unlawful sex discrimination toward a student, shall promptly undertake or authorize an investigation. The investigation may be conducted by Agency officials or by a third party designated by the Agency.
- b. The investigation may consist of personal interviews with the reporter, the individual(s) against whom the report is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the report. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- c. In determining whether alleged conduct constitutes a violation of this policy, the Agency will consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- d. In addition, the Agency may take immediate steps, at its discretion, to protect the reporter, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.
- e. Investigation will be completed as soon as possible. The AHS Director will make a written report. If the report involves the Deputy or Executive Director, the report may be filed directly with the PCAE Board. The report

shall include a summary of facts and a determination of whether the allegations have been substantiated.

V. Agency Action

- a. Upon conclusion of the investigation and the receipt of a report, the Agency will take appropriate action. Such action may include, but is not limited to, warning, administrative conference, cancellation or residence hall contract, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Agency action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and Agency policies.
- b. The result of the Agency's investigation of each report filed under these procedures shall be reported in writing to the reporter by the Agency in accordance with state and federal law regarding data or records privacy.

VI. Reprisal

The Agency will discipline or take appropriate action against any pupil, teacher, administrator or other Agency personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Legal References:      Minn. Stat. Ch. 363 (Minnesota Human Rights Act)  
                                 20 U.S.C. 1681-1688 (Title IX of the Education Amendments of 1972)  
                                 34 C.F.R. Part 106 (Implementing Regulations of Title IX)

Signed: \_\_\_\_\_  
                 Chair, Local Governing Board

Date: \_\_\_\_\_

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

**Board of Directors**

**Board Meeting Minutes**

**Board Meeting "Annual Retreat" Minutes  
for September 13, 2007**

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

**1. Meeting Call to Order**

V. Katz, PCAE Board Chair, called the meeting to order at 12:15 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, Howard Wilson, KaiMay Yuen-Terry.

**Excused:** none (all Board members present).

**Guests Present:** Staff: Deb Ambright (Finance Dir), Nathan Davis (Exec Dir), Larry Etkin (Communications Dir), Holly Folkers (Admin Ass't taking minutes), Pam Paulson (Deputy Director). Others: Jane Nakken & Stephen Ward (Consultants from Stephen Ward Associates), Chris Wilson (a past Board member present in role as a consultant).

**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 the addition of "Approve Contract with St. Louis Park Schools for Special Ed Services."

**Seconded by:** MaryAnne Wilimek.

**Verbal vote:** passed unanimously.

**4. For Action:** Call for approval of the minutes from the August 2, 2007 Board meeting.

**Motion by:** A. Plechash to approve August 2, 2007 minutes as submitted (no changes).

**Seconded by:** P. Adolphson.

**Verbal vote:** passed unanimously.

**5. For Information:** Board administrative update from Board Chair V. Katz.

- a. Four new Perpich Board appointees will join Board for October meeting. They will have an orientation meeting before Board meeting on October 11, beginning at 12:30 pm in GAIA's Large Glass Box.

- Katz asked all current Board members to send her a bio to give to new members at October meeting.

- b. Board Term Expirations:

- i. According to Board records, Chris Wilson's term expires 01/08, but according to the governor's appointments office, the correct date is 01/07. State board guidelines allow a Board member to continue serving up to six months past term expiration if a replacement hasn't been appointed; thus, Wilson's term officially expired 06/01/07. Wilson is still considering whether to apply for a second term.
- ii. Board members Katz, Wilimek, and Yuen-Terry's terms expire 01//0708. If they wish to serve second terms, they should reapply in 11/07.
- c. Originally planned to be the out-state meeting for the 2007-08 year, the October 11 meeting will be in standard location—GAIA's Large Glass Box at 3:00 pm. Instead, some Board members will be involved in out-state meetings in the next few months related to Strategic Planning Project.
- d. The "BBQ/picnic-style" dinner originally planned in the school cafeteria for September will instead follow the October 11 Board meeting. It will be an opportunity to welcome spouses/partners/significant others and new Board members.
- e. For information only: Personnel Committee Chair Sonja Peterson gave an update that as the state employees' contracts have not been settled yet, the Exec. Director's salary has not been recommended and settled.

So Board Chair Virginia Katz could eat her lunch, she passed the gavel to Vice Chair Howard Wilson to chair meeting.

**6. For Information:** Finance Report.

A. Plechash, Chair of Board Finance Committee, distributed a financial report dated 09/07/07 as a handout at meeting.

- a. Page 3 of report, *Administrative Budget for FY 07*, appears higher than initial budget for current fiscal year due to summer project delay from FY 06 (June-FY06) to the summer of 2006 (July/August-FY07)—due to the Beta building demolition project).
- b. PCAE Finance Director D. Ambright noted that current McKnight Foundation funding will end in fiscal 2008.
- c. A. Plechash will convene Finance Committee within next few weeks to come up with a standard financial reporting format and system for Board meetings.

**Motion by:** P. Adolphson to approve 09/07/07 report.

**Seconded by:** R. Jones.

**Verbal vote:** passed unanimously

**7. For Action:** Approve contract with St. Louis Park school district to share costs for Special Ed instructor and program.

Anticipated contract amount is \$67,743.95 with contract dates August 8, 2007 – June 15, 2008.

B. Hodne, Annual Salary + 7 Days @ Daily Rate:	\$81,856.38
PCAE Share of Director Cost:	3,387.57
<u>Assessment Fees, Text, Equip, Supplies:</u>	<u>8,500.00</u>
TOTAL EXPENSES:	\$93,743.95
<u>Estimated Federal Funds:</u>	<u>\$26,000.00</u>
CONTRACT TOTAL:	\$67,743.95

### **Timeline for Special Education Contract with St. Louis Park School District 2007-2008 School Year**

The Perpich Center has been contracting with St. Louis Park School District for Special Education Services since 1997. The St. Louis Park School District has provided one of their Special Education teachers, Barb Hodne, and on occasion, a paraprofessional to be on site at PCAE to serve Arts High School students during the academic year. Arts High School Director at the time, Mark Youngstrom, set up the arrangement and did the contract each year until Rie Gilsdorf was hired. When Rie was informed there might be a problem with renewing the contract Nathan and I offered to help her with the process and determine what was possible.

June 2006	St. Louis Park Schools informs Barb Hodne they do not intend to renew Arts High School Special Education contract for 2007-08
June 2006	Nathan, Pam, Rie and Barb H. meet with Tami Reynolds, SLP Director of Special Services to see if anything can be worked out to continue the PCAE Special Ed. contract
July 2006	Pam and Rie meet with MN Department of Education, Director of Special Education to discuss issue and options
August/September	Pam and Rie work with SLP to find other options and contact Hopkins School District to determine their potential interest in the contract
October 2006	Nathan and Pam meet with SLP Superintendent Debra Bowers and Tami Reynolds and decide they will work with District 287 to create a smooth transition for 287 to take over the PCAE contract
December 2006	Barb Hodne informs us that the arrangement with District 287 does not look possible and SLP tentatively agrees to reconsider contracting directly with PCAE.
January 2007	PCAE Executive Budget Officer, Brian Steeves, informs us that there are problems with PCAE's contract arrangement with SLP and asks that we set up a meeting with staff at the MN Department of Education
February 2007	Carol Hokanson, Mona Regan (MDE), Tami Reynolds, Donna Glebe (SLP), Nathan, Rie and Pam (PCAE) meet to discuss the legislative requirements for PCAE and are told MDE will research the situation and get back to us with specific expectations and procedures

March 2007	Brian Steeves sends Nathan, Rie and Pam an email and spreadsheet from Tom Melcher, MDE Director of Finance, analyzing the PCAE/SLP contract and determines that PCAE is not eligible for any state aid for special education, as had been the practice for the past ten years because we are not funded by the K-12 formula. Special Ed costs for PCAE were expected to increase for the 2007-08 school year by approximately \$26,000. PCAE would have to cover this increase out of our appropriation
April/May 2007	Nathan and Pam share this information with legislators and ask for additional funds to help with Special Education costs
June 2007	Nathan and Tami Reynolds receive a memo from Carol Hokanson (MDE) explaining the new procedures that need to be used if a contract with St. Louis Park is going to be developed
July 2007	New Arts High School Director, Alice Woog and Pam meet with Tami Reynolds, Donna Glebe and other staff from SLP to begin negotiating the contract. Several questions emerged for which we collectively did not have answers, so Pam called new Executive Budget Officer, Kara Arzamendia, for assistance
August 2007	Kara sets up a meeting with staff from MDE, SLP and PCAE to figure out correct procedures and PCAE gets approval to do a contract with SLP using new procedures
September 2007	Contract is developed and brought to PCAE board for approval

Notes from discussion at meeting:

- a. This year negotiations were more complicated because, on financial reports, it appeared to St. Louis Park reps that they were covering costs for services received by PCAE.
- b. Note: State funds are no longer available for this contract, but Federal funds are.
- c. P. Paulson stated that we aren't sure if contractual arrangement will be able to continue after this school year. Also explained that PCAE doesn't hire for this position--contracts with St. Louis Park to keep costs down, and MN Department of Education encourages school districts to contract for such services in order to bundle costs.
- d. For current (2007-08) school year, program is serving 15 AHS students.

**Motion by:** S. Peterson to approve Special Ed contract for 2007-08.

**Seconded by:** R. Brandt.

**Verbal vote:** passed unanimously

V. Katz resumed chairing meeting at this point.

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

Presented by PCAE Executive Director N. Davis. Handout listing highlights distributed at meeting.

**9. For Action:** Board decision on Pledge of Allegiance in AHS for 2007-08 school year.

N. Davis presented in absence of AHS Director Alice Woog, who wasn't able to attend this portion of the meeting. He explained that Woog has done some exploration and discovered that some schools in the area waive the Pledge of Allegiance requirement and some don't. Some school systems require it for elementary and middle schools, but waive it for high schools. He noted that Woog did not indicate a particular preference.

V. Katz explained that Minnesota state law requires that all students recite the Pledge of Allegiance one or more times a week unless the school board votes to waive this requirement. (In the case of the Arts High School, the Board of Directors serves as the school board.) If the Board wishes to consider waiving the requirement, that consideration (and vote) must be done annually – otherwise the requirement for reciting the Pledge is in effect. Katz pointed out that, in the past, the Board has waived the requirement. She noted that after last year's vote (Sept 06), some Board members felt that they had not had a chance to fully discuss the issues.

**Motion by:** R. Brandt to waive requirement to recite pledge in AHS during the 2007-2008 school year.

**Seconded by:** R. Jones.

Chair Katz went around the table asking Board members in turn to express their thoughts and opinions:

**H. Wilson** – For students at younger ages, ritualism is an effective teaching tool, but at the junior and senior high school age, it is a little different. If something becomes a routine part of the day, it loses meaning and emphasis.

**K. Yuen-Terry** – Agrees that the meaning of an event is important, and that meaning is devalued if the event is made mandatory.

**M. Wilimek** – Agrees with Wilson and Yuen-Terry, but acknowledges that both options—waiving or requiring recitation—have validity. Feels that in some way, if a student decides to recite or not to recite the Pledge for a personal reason, the impression others will assume is that the student is either patriotic or non-patriotic, based on this activity.

**S. Peterson** – Students have the fortune of freedom of choice. If recitation of the Pledge is required, each student may decide whether or not to express his/her freedom of choice in this matter.

**B. Brandt** – Commends M. Wilimek on her point of view, adding that the issue makes people feel as if they are choosing whether or not they are good patriots. Brandt also feels anything required is not a good teaching tool, adding that we live in a political environment, and when issues are forced, it causes division. Board has

generally felt in the past that patriotism is reflected in creativity, not necessarily forced onto students. Asks that faculty incorporate patriotism through discussion and curriculum. (Note: N. Davis explained that curricula includes education on civic engagement and citizenship.)

**R. Jones** – Feels the Pledge is important, but no one should be forced to say this as a statement of their patriotism. Expressions and opportunities to explore patriotism can be accomplished in other ways, such as civic engagements and government participation. Patriotism is a private expression, and forcing it makes it less meaningful to the student.

**C. Wilson** – If Board makes recitation a requirement, make sure students know that recitation is required of each class, but individuals may still decide for themselves.

**P. Johnson** – In favor of not waiving the requirement. It is part of the duty of educators and mentors of our children to help instill patriotism.

**A. Gallant** – Respect and values are critical to caring about things. We need to teach that respect which cannot be taught by being silent.

**P. Adolphson** – Students may opt out of reciting the Pledge. Many institutions start the day with the Pledge, and this type of event sticks with you through adulthood.

**A. Plechash** – This is not simply a matter of personal opinion—it is law that is being considered. If the Board votes to waive, this means we are taking each student's choice away. Saying words allows people to discuss what is being said. The act of the Board waiving the requirement communicates to students that the Pledge is not important.

One option is to have the Pledge read over the PA system.

R. Brandt requested a paper ballot. Ballots were distributed.

**Vote:** 6 NO (not to waive); 4 YES (to waive)

Note: Total of 10 votes because the Board Chair only votes to break a tie.

The motion was defeated and the requirement to recite the Pledge is now in effect.

Executive Director Davis stated that he and Interim AHS Director Woog would work with the staff on implementing this decision.

Chair Katz pointed out that the law also stipulates that any student or teacher may decline to participate in the recitation of the pledge, and that a school policy guide must include a statement that anyone who does not wish to participate in the reciting of the pledge for any personal reasons may elect not to do so and that students must respect another person's right to make that choice.

A short break was taken at 1:50 pm.

10. **For Action & Information : Strategic Planning Session** with consultants Stephen Ward and Jane Nakken (Stephen Ward Associates) was held from 2:00-4:30 pm.

An action item from this session: Board members Bob Brandt, Ardie Gallant, Alex Plechash, and MaryAnne Wilimek will work on drafting vision and missions statements for the Center. At least one of these drafts will be available at the October 11 Board meeting.

**11. For Action:** PDR seeks approval on pARTner school grants.

**Motion by:** S. Peterson to approve \$108,000 in pARTner grants to these schools:

<u>School</u>	<u>Budget Amount Requested</u>
Albert Lea High School	\$18,000.00
Elk River High School	\$30,000.00
Thief River Falls Lincoln High School	\$30,000.00
Westbrook/Walnut Grove High School	\$30,000.00
<b>TOTAL RECOMMENDED FUNDING</b>	<b>\$ 108,000.00</b>

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

**Verbal vote:** passed unanimously.

**12. For Information :** Public Comment.

No one was present who wished to address the Board.

**13. Meeting adjourned:** at 5:10 pm.

Board Chair V. Katz then moved the Board into executive (closed) session.

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

**CC:** Stephen Ward & Jane Nakken,  
Stephen Ward Associates;  
Nathan Davis, Executive Director;  
Mike Hiatt, Director of PDR;  
Pam Paulson, Deputy Director;  
Alice Woog, Interim AHS Director; and  
Administrative Council

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

**Date:** September 6, 2007

**Subj:** **Board Booklet for September 13, 2007 Board Meeting**

Enclosed please find the agenda and booklet for the September 13, 2007 PCAE Board Meeting in the "Large Glass Box" of the GAIA (PDR) Building (this is the usual location—"business as usual").

<b>Table of Contents for September 2007 Board Booklet</b>		<b><u>Page(s)</u></b>
Agenda for September 13, 2007 Board Meeting .....	front matter	
Board Meeting Minutes from August 2, 2007 .....	1-9	
Pledge of Allegiance for 2007-2008 School Year .....	11-12	
PDR: pARTner School Grants .....	13-14	
Strategic Planning with Stephen Ward Associates .....	15-19	

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**Perpich Center for Arts Education  
AGENDA  
for PCAE Board Meeting  
12 Noon on Thursday, September 13, 2007  
Large Glass Box in GAIA (PDR) 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 August 2, 2007 Board meeting.  
Pages 1-9 in Board booklet.
5. **For Information:** Board administrative update.
  - A. New Board members, and
  - B. Change in October meeting plans.Presenter: Virginia Katz, Chair, PCAE Board of Directors.
6. **For Information:** Finance Report.  
Presenter: Alex Plechash, Chair, Board Finance Committee.  
**Handout(s) will be distributed at Board meeting.**
7. **For Information:** Executive Director's Report.  
Presenter: Nathan Davis, PCAE Executive Director.  
**Handout(s) will be distributed at Board meeting.**
8. **For Action:** Board decision on Pledge of Allegiance in AHS for 2007-08 school year.  
Presenter: Alice Woog, AHS Interim Director.  
Pages 11-12 in Board booklet.
9. **For Action:** PDR seeks approval on pARTner school grants.  
Presenter: Mike Hiatt, PDR Director.  
Pages 13-14 in Board booklet.

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10. **For Information +/-or Action:** Board Development Committee (BDC) report and Strategic Planning session with Stephen Ward and Jane Nakken of Stephen Ward Associates (SWA), 1:45-4:45 pm.

Presenter: Robert Brandt, Chair, Board Development Committee (BDC),  
Stephen Ward and Jane Nakken, SWA.  
Pages 15-19 in Board booklet.

11. **For Information:** Open Forum at approximately 4:50.  
Anyone who wishes to address the Board may do so at this time. Please limit remarks to five minutes.

12. Adjournment.

13. ~4:50 pm: Executive (closed) Session.

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

**Board of Directors**

**Board Meeting Minutes  
for Thursday, August 2, 2007**

**In the Visitors Center of the AHS Building**

**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, Ardythe "Ardie" Gallant, Penny Johnson, Virginia Katz, Alex Plechash, MaryAnne Wilimek, Chris Wilson, and Howard Wilson.

**Excused:** Roberta Jones, Sonja Peterson, and KaiMay Yuen-Terry.

**Guests Present:** Staff: Debbie Ambright (Finance Dir), Nathan Davis (Exec Dir), Steve Greenberg (Exec Ass't taking minutes), Mike Hiatt (PDR Director), Rosalind Hoffman (Accts Payable Clerk), Pam Paulson (Deputy Director), Marilyn Wahlstrom (Buyer/Payroll), and Alice Woog (AHS Director). Guests: Jane Nakken and Stephen "Steve" Ward (both from Stephen Ward Associates).

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

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

- a. Re-number item 6 (Exec Dir Report) to **5A**, item 7 (Approval of Title IX Non-Discrimination Policy) to **5B**, and item 9 (Summer programs at Perpich) to **5C**.
- b. Re-number item 8 (Open Forum) to **6**.
- c. Add new item **7** "For Information: Finance Report."
- d. With above-mentioned items becoming sub-items of 5 (5A, 5B, 5C): Item 10 (Intro of Stephen Ward Associates) becomes **8**, and item 11 (Adjournment) becomes **9**.

**Seconded by:** R. Brandt.

**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 06/14/07 minutes as submitted (no changes).

**Seconded by:** C. Wilson.

**Verbal vote:** passed unanimously.

**5. For Action:** Choose location for October out-state meeting.

**Motion by:** R. Brandt to hold October Board meeting in Rochester, MN.

**Seconded by:** H. Wilson.

**Verbal vote:** passed unanimously.

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

Note: The text/narrative (first four pages) of the Exec Dir report is included on next four pages. Comments and added information brought up at meeting are inserted within the text preceded by an arrow (⇒).

## **EXECUTIVE DIRECTOR'S REPORT**

### **August 2, 2007 PCAE Board Meeting**

#### **Personnel**

- Welcome to Dr. Alice Woog.
  - ⇒ Woog began work at Perpich on 07/02/07.
  - ⇒ Will be working with previous Interim AHS Director Bruce Santerre to establish protocols for faculty planning. Teachers will be specifically involved in a professional development program called "Inventing Our Future."
  - ⇒ Search for a permanent AHS Director, which will by definition take more time than searching for interim positions, will likely occur in 2008-2009. Now, it is important to maintain momentum and focus on improvements being initiated and put in place with procedures, guidelines, and general administrative protocols for sustainable, future AHS leadership.
- Communications position search underway.
  - ⇒ In filling this position, one of the emphases will be on finding someone with a strong track record for proactive contact and collaboration with the media.
  - ⇒ N. Davis will check current level of responses to the State's recent listing for this position, to ascertain whether to place an ad in the Minneapolis Star-Tribune.
- Human Resources full-time position search underway.
- Contracts Specialist hired (Jennifer Manning).
- Accounting Technician hired (Rosalind "Ros" Hoffman).
- Guidance Counselor hired (Dianne Auger).
- Language Arts Teacher hired (Eric Hansen).
- New Temporary Position: 60% QTA Support (funded from federal grant); 40% Communications.
- John Colburn and Chris Granias remain at 75% FTE in FY08; up from 50% FTE in FY06.
- Shannon Hannigan will be at 60% FTE in FY 08 and was 75% FTE in 07.
- James Allen will be at 30% FTE in FY 08; up from 25% FTE in 07.

#### **Administration**

- Financial aid decisions have been made. The agency will subsidize \$60,050 of its established students' residential fees (\$3,000 per student). Aid granted is determined by federal reduced and minimal lunch guidelines.
  - ⇒ Some families get partial assistance in the amount of \$1500 (half of the annual \$3000 billed to families).
- Including the \$60,050 federal funds, the subsidization for all residential students is

\$444,050—based upon the real cost to the agency per student (\$6,000).

⇒ The PCAE Foundation has, and plans to continue to offer assistance, too.

- ⇒ Perpich Programmer Analyst Brent Anderson has created an Online Reservation System to enable people to reserve tickets for AHS performances via the internet, and for Perpich administration to manage much of the ticket reservations process online. New system will be available for first AHS performances of school year, which will begin on October 24.

### **Building/Grounds/Operations**

- Air conditioning in the entire administration building is up and running.
- We will receive additional CAPRA funding for the East Admin Roof that will allow us to complete the entire roof all at once. That cost and project won't need to be included in the FY 08 Capital Budget Request.
- Next year's capital bonding request will include:
  - Seeking funds for a Master Plan Update that can include pre-designs for a Wellness Center and a new performance venue. We will also ask for funds (to \$206,000);
  - Building a workshop/storage area adjacent to the boiler room (\$53,000);
  - Completing sidewalk and driveway pavement repairs (\$139,000);
  - Installing new windows and room air-conditioning units in dorm rooms (\$500,000);

⇒ N. Davis will request \$500K for this work only if there is definite need.

- Completing the roofing of the Admin Building (not needed)—we were awarded over \$400,000 of CAPRA funding in June to complete this project; and
- Installing drain tile on the north and east sides of Admin Bldg (\$53,000).

**TOTAL: \$951,000**

- ⇒ PCAE Foundation is beginning to look into a campus Wellness Center that would include an exercise facility, recreation area, and more. Board members indicated they're very interested in such a pursuit.

### **Arts High School**

- School to begin Aug. 28; new students move in on Aug. 25th. Final applicant and admissions numbers increased with second round.
- ⇒ In the future, we must achieve this level of success in a single round.
- Dr. Santerre will continue to work with Arts High School and agency as a consultant in:
  - Agency administrative goal setting;
  - NCA planning; and
  - Program/curriculum review.

- The College Board has awarded and authorized "AP" status for Craig Farmer's Art History course for the 2007-08 academic year.

⇒ Per N. Davis, Farmer is "a groundbreaking teacher in art history."

### **PDR**

- MDE grant/agreement. Renewal of \$44,940.00 funding for QTN activities and our ongoing collaboration with MDE (between July 15, 2007 and June 30, 2008).
  - ⇒ PDR's QTN (Quality Teaching Network) program was originally QTA under the auspices of MN Department of Educ. PDR took program leadership on from MDE.
- Review of arts standards underway.
- Submission for inclusion in the NEA Leadership Institute.
- Other activity: USDOE Teacher-to-Teacher.
- A new summer collaboration with the Guthrie Theater.
  - ⇒ Perpich supplied \$5K of funding for this collaboration.
  - ⇒ N. Davis will look into media coverage of this program.
- Numerous other summer programs on campus.

### **Public Visibility**

- *Student Recruitment: Strategic Communications Plan* (see next two pages of these minutes).
- *Lit Kids* anthology at local bookstores; introduced in Star-Tribune.
- Perpich-sponsored public television for July 2007.
- Media Arts Instructor Nancy Norwood quoted in August 2007 *Twin Cities Metro* magazine.
- ⇒ Visibility of PCAE from Highway 55 has been enhanced with banners depicting the art forms taught in the high school. Plans are underway to add banners depicting academic areas, too. The banners are expected to withstand the elements and last 5-10 years.

August 2, 2007 Executive Director's  
Report continued on next page



## **STUDENT RECRUITMENT STRATEGIC COMMUNICATIONS PLAN**

**Goal:** Increase visibility, stature and positioning of the agency statewide.

**Objectives:**

- (1) Increase effectiveness in reaching students across the State to increase applications by 33% (without a second admission round), and
- (2) Increase the profile (and further the dissemination) of outreach programs and PCAE's stature with the public and legislature.

**Current Strategies Include:**

- (1) Distribution of collateral material—admissions viewbook, poster and postcard;
- (2) Advertising—non-metro newspapers, performance programs, targeted magazines and student newspapers;
- (3) Press releases related to admissions information sessions; and
- (4) Seven scheduled on-campus information sessions.

**NEW STRATEGIES:**

- ★ Out-state information sessions (4).
- ★ Visits to community centers and organizations in the Twin Cities area (8). \*\*
- ★ Arts High School programmatic review process developed – to align program mission/goals/objectives with recruitment strategies.
- ★ Admissions Director will now report directly to Arts High School Director.
- ★ From the Strategic Communications Plan:
  - (1) Establish an electronic newsletter highlighting arts education activity in the State (quarterly basis; first issue: November 15<sup>th</sup>, 2007).
  - (2) Build online courses (5-6); utilize this medium to disseminate information about the Center to 1000 teachers.
  - (3) Present information at K-12 leadership conferences.
  - (4) \*\* Similar to the preparation used to create an organizational speakers bureau, create a consistent format and approach within the agency to disseminate cohesive and consistent information about the Center.
- ★ Advertising strategies to be re-evaluated with new Communications Director. More than \$10,000 of advertising budget will be re-directed. All future strategies will be developed under the scrutiny of these tests:
  - (1) Why is this approach necessary or beneficial?

- (2) Is it worth the effort and/or cost?
- (3) How will success be measured or recognized?
- (4) Is there a better way?

- ★ The work of the agency to be showcased in a monthly press release that captures and synthesizes for the media special capacities/qualities of the Center.
  - ★ Continue to build the position and profile of the Center through partnerships with arts and education organizations.
  - ★ Significantly enhance our website as a tool to showcase the work of the agency.
  - ★ Create an alumni database listing accomplishments by program area, and maintain consistent contact with designated graduates. Solicit and coordinate their assistance to disseminate information about the Center to their hometown region of the State.
- ⇒ Will keep active contact with alumni AND their families.

\*\*\* **August 2., 2007 Executive Director's Report ends here.** \*\*\*

**5B. For Action:** Approval of Title IX Non-Discrimination Policy for PCAE.

- Notes:**
- a. In the agenda for August 2 meeting, this item should have been listed *For Information*, not *For Action*.
  - a. The *PCAE Title IX Non-Discrimination Policy* was mailed out with the August 2 Board packet. Board members have received and reviewed the document.
  - b. There is a typo in Section V, Item a. "Cancellation or residence hall contract" should be corrected to "Cancellation of residence hall contract."

**5C. For Information:** Summer programs at Perpich.

M. Hiatt talked about a number of events at Perpich this summer, and about summer plans for the future. He cited the work on A/C in the early summer months helped make the summer activities a success.

Some Details

The summer activities at Perpich included 350-400 teachers, teaching artists, and students. Exec. Director N. Davis remarked that Hiatt "has undertaken this summer programming on his own initiative."

- 1. The *Women Rock the Mike* week-long program, presented under the auspices of Women In Music Minnesota (WIMM) had 38 participants from the Metro already, and brought a lot of media coverage to Perpich. For next year, WIMM is already discussing the possibility of a two-week program that would be offered to women and girls Statewide.

2. Almost 40 adult participants were involved in an *Expeditionary Learning Institute* and stayed on campus in the dormitory for the duration of the event; they found the lodgings comfortable. Feedback received from the program included that PCAE has created an intimate environment for meetings and learning.
3. An upcoming (later in the summer), Make Music, Inc. is having a *Music Technology Institute* at Perpich that will involve approximately 150 music educators.
4. During the week of July 30, 30 teachers were involved in an *Anchor Works Project* under the Quality Teaching in the Arts program. The workshop was sold out, which necessitated moving it to the Large Glass Box in GAIA (which is why the August 2 Board meeting was moved to the Visitors Center!).

**6. For Information:** Open Forum at approximately 4:15.

No one at the meeting had items to present.

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

Details Added at Meeting

- a. August is a difficult time to get an effective picture of Perpich finances since most of the month is dedicated to closing the 2007 biennium.
- b. Approximately \$460K earmarked for maintenance was rolled forward from 2006 to 2007.
- c. Finance Committee plan is to provide an updated 2008 budget at September Board meeting.
- d. In current financial reports, budget projections for salary appear to be high because it presents salaries being paid for 12 months, even though faculty salaries are actually paid for 10.5 months.

**8. For Information:** Introduction to Stephen Ward Associates, the consulting group that will work with the PCAE Board on Board-led Strategic Planning Project.

Some Salient Points Made at Meeting

1. Any strategic planning process needs to be tailored to each organization; it's not a case of "one size fits all."
2. The Strategic Planning Team (SPT) will oversee SWA consultants, gather data, then present the data to the PCAE Board. (The SPT will process the data before bringing it to Board.)
3. The PCAE Board will be held responsible for the Strategic Plan. As such, Board members need to be aware of, and understand the Plan.

4. SWA wants at least one Board member on team, with other members coming from Perpich staff and faculty. By end of this agenda item, those present concluded that SPT will include BDC plus other interested Board members, and Perpich staff and faculty. The Team will be the *custodians of the process*.
5. SWA will work out with N. Davis the time commitment of PCAE staff and faculty on the SPT.
6. Although the original RFP indicated one year for this planning process, SWA is aiming for nine months.
7. Per one Board member, the "Plan has to help drive our legislative agenda and financial budget process."
8. SWA wants to interview each Board member.
9. SWA expects to be able to describe the direction of the Strategic Plan by late 2007 or early 2008.
10. Parts of the Plan may be implemented before the entire nine-month or one-year planning process has been completed.
11. SWA would like three hours to work with the Board at the September 13 Board meeting and Annual Retreat.

9. Meeting adjourned at 5:20 pm.

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## REQUEST FOR ACTION BY PCAE BOARD OF DIRECTORS

Date: August 29, 2007

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

From: Arts High School

Presented By: Alice Woog  
Interim Director

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

General Subject Area: **Decision on Pledge of Allegiance for  
2007-2008 School Year**

Specific Action(s) Requested of the Board: AHS administration is requesting that PCAE Board of Directors set a guideline for reciting (or not reciting) the Pledge of Allegiance in school this year. Please refer to the next page for the 2006 Minnesota Statute (121A.11) that delineates the available options for reciting the Pledge.

## 121A.11, Minnesota Statutes 2006

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### 121A.11 UNITED STATES FLAG.

Subdivision 1. **Displayed by schools.** Every public school in Minnesota must display an appropriate United States flag when in session. The flag shall be displayed upon the school grounds or outside the school building, on a proper staff, on every legal holiday occurring during the school term and at such other times as the board of the district may direct. The flag must be displayed within the principal rooms of the school building at all other times while school is in session.

Subd. 2. **School boards to provide flags and staffs.** The board must provide the flag for each of the school buildings in their districts, together with a suitable staff to display the flag outside of the school building and proper arrangement to display the flag in the building, and a suitable receptacle for the safekeeping of the flag when not in use.

Subd. 3. **Pledge of Allegiance.** (a) All public and charter school students shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- (1) by each individual classroom teacher or the teacher's surrogate; or
- (2) over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

A local school board or a charter school board of directors may annually, by majority vote, waive this requirement.

(b) Any student or teacher may decline to participate in recitation of the pledge.

(c) A school district or charter school that has a student handbook or school policy guide must include a statement that anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so and that students must respect another person's right to make that choice.

(d) A local school board or a charter school board of directors that waives the requirement to recite the Pledge of Allegiance under paragraph (a) may adopt a district or school policy regarding the reciting of the Pledge of Allegiance.

Subd. 4. **Instruction.** Unless the requirement in subdivision 3 is waived by a majority vote of the school board, a school district must instruct students in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

**History:** Ex1959 c 71 art 7 s 14; 1998 c 397 art 9 s 4,26;2003 c 120 s 1,2

Date: September 4, 2007

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

From: PDR/pARTner School program

Presented Michael Hiatt  
By: Director, PDR

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

General  
Subject Area: **Approval on pARTner school grants**

Specific  
Action(s)  
Requested of  
the Board:

The pARTner school program is a program of the Perpich Center for Arts Education that allows the Center to have active partnerships with schools in Greater MN. The schools are charged to provide innovative and expanded arts education programs for students in their schools as well as serve as regional centers for professional development in cooperation with the Perpich Center for Arts Education.

The school districts are: Elk River, Albert Lea, Thief River Falls, and Westbrook-Walnut Grove.

Funding comes from state dollars allocated in the PDR budget. (Budget code #3401)

## MEMORANDUM

**To:** Nathan Davis  
Executive Director

**From:** Michael Hiatt, Director  
Professional Development and Research Group

**Date:** August 31, 2007

**Subject:** Grant Request Summary: pARTner Schools

**Applicants:** FY '08 Recipients  
pARTner School grants

**CC:** Pam Paulson  
Deputy Executive Director

### Program History

The Magnet Arts Program was initiated in 1989, to develop Magnet Arts Programs, which would adapt aspects of the Arts High School program/curriculum to their own settings in each of Minnesota's congressional districts. The name of the program was changed to the pARTner school program in 1995 to better reflect the relationship between each of the schools and the Center. The original focus of the program has evolved from adapting the Arts High School curriculum into these Magnet sites to developing individualized programs based on local circumstances and needs, applying Center knowledge and resources to make the arts a fundamental part of education. In the past few years, each of the pARTner schools has worked to develop a professional development component that would serve schools, teachers and administrators in their regional area. This aspect of the program has broadened the impact of the program to reach many more teachers and students than we have in the past. With the passage into law of new Minnesota Graduation Standards in May, 2003 the Professional Development component of each school has continued to grow to serve the changing needs of schools, educators & students in their region.

A final report including a final budget report has been received by each the pARTner schools and is available for review by you or the Board of Directors at your request.

### Budget

PDR program funds allow us to fund 4 sites throughout the state. These are the same sites that we funded in the previous biennium. Criteria used to determine funding included geographical presence in out state Minnesota and potential professional development impact on arts education around the state.

PDR Staff recommend that the PCAE Board approve the following requested amounts for pARTner Schools in FY'08:

**Total Grant Amounts Recommended:** **\$ 108,000.00**

<u>School</u>	<u>Budget Amount Requested</u>
Albert Lea High School	\$18,000.00
Elk River High School	\$30,000.00
Thief River Falls Lincoln High School	\$30,000.00
Westbrook/Walnut Grove High School	\$30,000.00
<b>TOTAL RECOMMENDED FUNDING</b>	<b>\$ 108,000.00</b>

**Perpich Center for Arts Education  
Board Planning Session  
September 13, 2007**

**Proposed Agenda**

- 1. Overview of strategic planning process**  
Pages 16-17 in Board booklet.
- 2. Strategic planning task team report**  
Page 18 in Board booklet.
- 3. Create PCAE targets for the year 2011**
- 4. Mission, Vision, Values, Beliefs**  
Page 19 in Board booklet.
- 5. Define stakeholder groups**
- 6. Identify information needs for strategic planning**
- 7. Action items and next steps**

# **Perpich Center for Arts Education Strategic Planning Task Team Charter August 2007**

## **Our Strategic Planning Mission:**

To design and monitor the work of developing a vital and compelling multi-year strategic plan for leading PCAE toward continuing and greater realization of its mission.

## **Our Members:**

Voting members are Bob Brandt (chair), Roberta Jones, Kaimay Yuen-Terry, MaryAnne Wilimek, and Howard Wilson. Additional Board members are welcome, and may join in decision-making to the extent that they are involved in the Team. Nathan Davis and Steve Greenberg serve as advisory members. Stephen Ward Associates (Steve Ward and Jane Nakken) serve as facilitators, guides, and researchers.

## **Statement of Purpose:**

- ♣ Fine tune process design
- ♣ Ensure progress of the planning process
- ♣ Solicit board member interests
- ♣ Perform pre-work for the full board

## **Objectives:**

To deliver to the Board and other PCAE stakeholders a high-quality multi-year Strategic Plan that is responsive to stakeholder needs and PCAE capabilities.

## **Scope of Authority:**

The Team ensures preparation of a "Board driven" Strategic Plan by representing the full Board in overseeing overall design and process decisions involved in developing the Plan. The Team will bring findings and recommendations to the full Board, which will be responsible for adopting key strategies for future PCAE development.

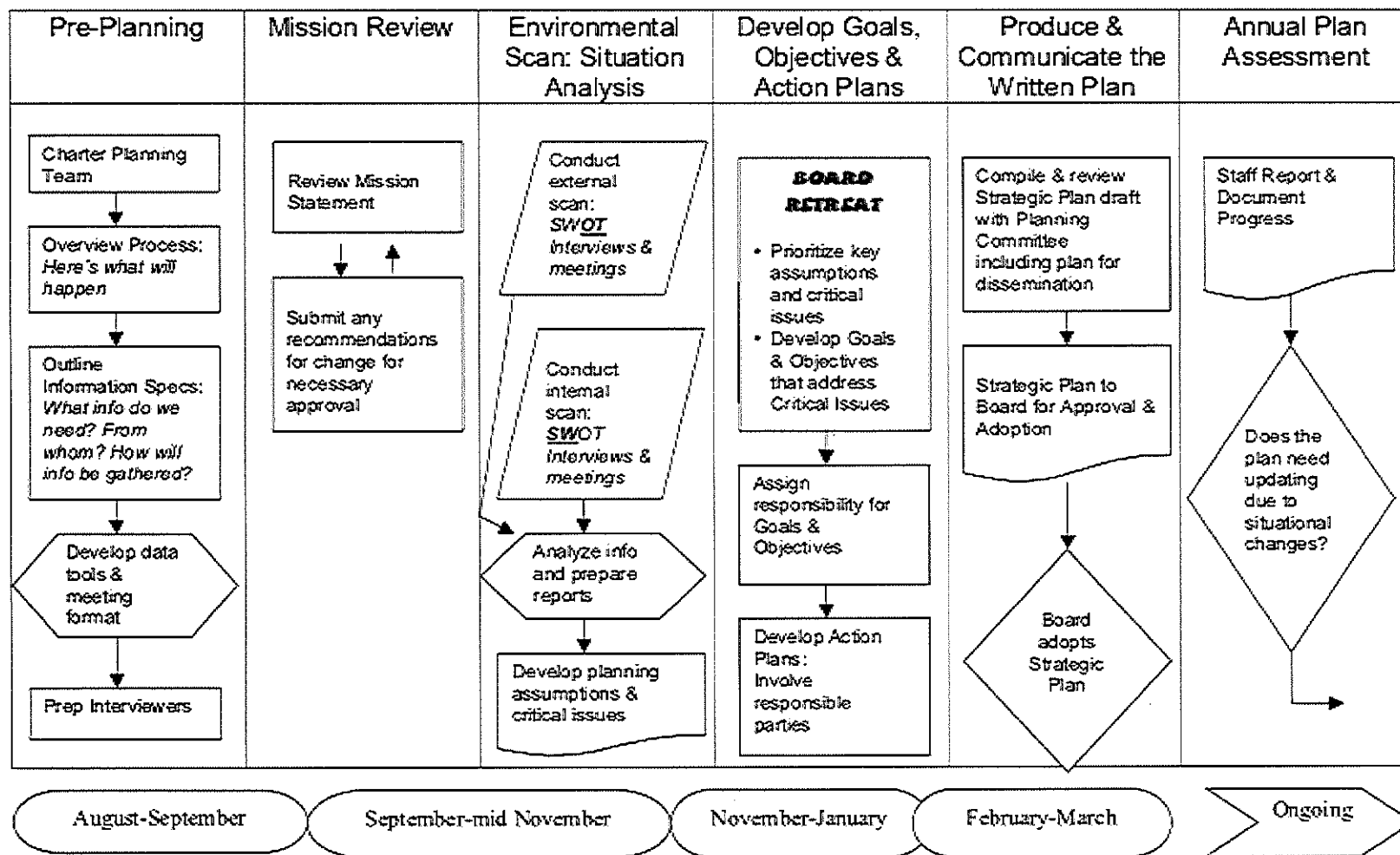
## **Operating Values & Assumptions:**


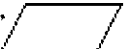



The Team's guiding values for this work are honesty, integrity, authenticity, and visibility.

## **Communication Methods:**

Nathan and Steve will prepare and deliver all formal communications between the Team and SWA's Steve and Jane. Team members are invited to contact Steve and Jane directly for informal or confidential matters. E-mail will be the usual mode of communication.

# PCAE Strategic Planning Flowchart



Key:  = process,  = data,  = decision,  = document,  = preparation

**Perpich Center for Arts Education  
Strategic Planning Task Team  
August 30, 2007 meeting notes**

Task team membership will include Bob Brandt (chair), Roberta Jones, KaiMay Yuen-Terry, MaryAnne Wilimek, Howard Wilson, Nathan Davis, and Steve Greenberg.

The purpose of the task team is to:

- Fine tune process design
- Ensure progress of the planning process
- Solicit board member interests
- Perform pre-work for the full board

The task team would like to ensure sufficient input from employees and end-users of PCAE services. Consultants will design a process to collect employee input and Nathan will design a process to collect end-user input.

The community meetings will be designed solely for the purpose of gathering stakeholder input to the planning process. Targeted stakeholders include arts students, parents, arts teachers, artists and Regional Arts Board members, legislators and other public officials. Two of the meetings will be held in metro locations, yet to be determined. The remaining four meetings are proposed to be held in Duluth, Rochester, Bemidji, and Willmar. Board members available in those cities may be asked to participate in the meetings. Nathan will confirm the selection of sites with Virginia Katz.

Task team members are asked to complete Worksheet III of the supplied materials to identify information needs and potential key informants. Consultants will compile this data and present it to the full board on September 13 to complete the process of identifying information needs and providers.

Task team members are asked to submit this information to the consultants by September 7 (sward@uslink.net or fax to 218.885.3135).

**Correction:** Steve Ward indicated that the raw data of stakeholder interviews would be available to the task team. Upon reflection, to release this raw data might create a real or perceived breach of the confidentiality we must offer interview participants. While the raw data will not be available we will be happy to address any questions or concerns you may have about the data.

## PCAE Mission, Vision, Values, Beliefs

A solid understanding of the PCAE mission, vision, values, and beliefs is the cornerstone of a good strategic plan. These clear statements, once we identify them or develop them, will guide us as we develop goals and strategies for the coming 3-5 years.

**Vision:** What PCAE and/or its effects/results LOOK like \_\_\_\_ years down the road. Make it clear, compelling and challenging.

**Mission:** Our purpose. What are we here to do? How will we go about it? How will we know if we're achieving it?

**Values:** What are our core and guiding values; the ones that we use to sort our priorities?

**Beliefs:** Our core assumptions or "truths" that guide our work at PCAE.

Which of these does PCAE already have in place? Our preliminary review of materials describing PCAE turned up the statements below regarding the PCAE mission, and nothing put forward as definitive statements of vision, values, and beliefs. If we missed them, let's find them; then let's review and update!

*Improve K-12 education in the arts in Minnesota.*

*Created in 1985 by the MN State Legislature, the Minnesota School & Resource Center for the Arts is a state agency designed to work in a productive partnership with all public schools. The Minnesota School & Resource Center for the Arts interconnects the entire education and arts community of Minnesota—students, teachers, parents, administrators, citizens, art education professionals, and artists. (1989)*

*Committed to scholastic and artistic excellence, our philosophy and mission are to serve and interconnect the whole education and arts community of Minnesota. (1989)*

The Perpich Center for Arts Education is a state agency unlike any other. It is charged by the Minnesota Legislature to bring the arts into all K-12 education. Its mission is innovative public education, centered in the arts. With over 13 years of effective leadership, the Center is held up nationwide as an example of what is possible.

Timeline for Special Education Contract with St. Louis Park School District  
2007-2008 School Year

The Perpich Center has been contracting with St. Louis Park School District for Special Education Services since 1997. The St. Louis Park School District has provided one of their Special Education teachers, Barb Hodne, and on occasion, a paraprofessional to be on site at PCAE to serve Arts High School students during the academic year. Arts High School Director at the time, Mark Youngstrom, set up the arrangement and did the contract each year until Rie Gilsdorf was hired. When Rie was informed there might be a problem with renewing the contract Nathan and I offered to help her with the process and determine what was possible.

June 2006	St. Louis Park Schools informs Barb Hodne they do not intend to renew Arts High School Special Education contract for 2007-08
June 2006	Nathan, Pam, Rie and Barb H. meet with Tami Reynolds, SLP Director of Special Services to see if anything can be worked out to continue the PCAE Special Ed. contract
July 2006	Pam and Rie meet with MN Department of Education, Director of Special Education to discuss issue and options
August/September	Pam and Rie work with SLP to find other options and contact Hopkins School District to determine their potential interest in the contract
October 2006	Nathan and Pam meet with SLP Superintendent Debra Bowers and Tami Reynolds and decide they will work with District 287 to create a smooth transition for 287 to take over the PCAE contract
December 2006	Barb Hodne informs us that the arrangement with District 287 does not look possible and SLP tentatively agrees to reconsider contracting directly with PCAE.
January 2007	PCAE Executive Budget Officer, Brian Steeves, informs us that there are problems with PCAE's contract arrangement with SLP and asks that we set up a meeting with staff at the MN Department of Education

February 2007	Carol Hokanson, Mona Regan (MDE), Tami Reynolds, Donna Glebe (SLP), Nathan, Rie and Pam (PCAE) meet to discuss the legislative requirements for PCAE and are told MDE will research the situation and get back to us with specific expectations and procedures
March 2007	Brian Steeves sends Nathan, Rie and Pam an email and spreadsheet from Tom Melcher, MDE Director of Finance, analyzing the PCAE/SLP contract and determines that PCAE is not eligible for any state aid for special education, as had been the practice for the past ten years because we are not funded by the K-12 formula. Special Ed costs for PCAE were expected to increase for the 2007-08 school year by approximately \$26,000. PCAE would have to cover this increase out of our appropriation
April/May 2007	Nathan and Pam share this information with legislators and ask for additional funds to help with Special Education costs
June 2007	Nathan and Tami Reynolds receive a memo from Carol Hokanson (MDE) explaining the new procedures that need to be used if a contract with St. Louis Park is going to be developed
July 2007	New Arts High School Director, Alice Woog and Pam meet with Tami Reynolds, Donna Glebe and other staff from SLP to begin negotiating the contract. Several questions emerged for which we collectively did not have answers, so Pam called new Executive Budget Officer, Kara Arzamendia, for assistance
August 2007	Kara sets up a meeting with staff from MDE, SLP and PCAE to figure out correct procedures and PCAE gets approval to do a contract with SLP using new procedures
September 2007	Contract is developed and brought to PCAE board for approval

## Total Enrollment - 1st Day of School

	96-97	97-98	98-99	99-00	00-01	01-02	02-03	03-04	04-05	05-06	06-07	07-08
Total Enrollment	282	298	304	296	306	303	313	293	306	312	295	288
Grade 11	151	144	144	143	156	141	153	136	164	151	136	143
Grade 12	131	154	160	153	150	162	160	157	142	161	159	145
Metro	57%	61%	65%	68%	63%	60%	68%	74%	74%	72%	71%	76%
Outstate	43%	39%	35%	32%	37%	40%	32%	26%	26%	28%	29%	24%
CD 1	28	30	22	17	21	18	17	16	8	21	19	15
CD 2	19	20	24	22	26	33	25	25	28	31	34	37
CD 3	49	62	65	70	71	64	79	71	71	69	65	72
CD 4	35	47	49	45	37	26	31	32	40	38	33	29
CD 5	50	48	56	62	67	68	69	77	71	73	68	74
CD 6	26	24	29	23	19	24	33	38	51	43	39	27
CD 7	29	22	21	27	31	32	27	18	16	12	10	12
CD 8	46	45	38	30	34	38	32	16	21	25	27	22
Dance	30 (15-15)	32 (14-18)	26 (10-16)	23 (10-13)	29 (15-14)	33 (14-19)	33 (13-20)	22 (7-15)	22 (11-11)	29 (16-13)	27 (13-14)	27 (11-16)
Literary	32 (20-12)	40 (19-21)	44 (20-24)	36 (16-20)	46 (25-21)	47 (21-26)	40 (17-23)	32 (16-16)	40 (23-17)	46 (21-25)	38 (18-20)	37 (17-20)
Media	26 (12-14)	30 (16-14)	31 (13-18)	30 (15-15)	31 (16-15)	25 (8-17)	28 (17-11)	32 (16-16)	37 (20-17)	41 (20-21)	34 (16-18)	35 (18-17)
Music	60 (33-27)	61 (32-29)	69 (33-36)	70 (33-37)	67 (33-34)	69 (37-32)	83 (43-40)	83 (37-46)	79 (43-36)	78 (35-43)	74 (29-45)	72 (39-33)
Theater	52 (28-24)	58 (27-31)	55 (24-31)	46 (22-24)	49 (26-23)	46 (22-24)	40 (16-24)	36 (16-20)	36 (19-17)	33 (19-14)	33 (16-17)	37 (19-18)
Visual	82 (43-39)	77 (36-41)	79 (44-35)	91 (47-44)	84 (41-43)	83 (39-44)	89 (47-42)	88 (44-44)	92 (48-44)	85 (40-45)	89 (44-45)	80 (39-41)
Females	197	191	190	193	208	198	187	189	206	208	207	191
Males	85	107	114	103	98	105	126	104	100	104	88	97
*Ethnicity	13%	12%	11%	8%	8%	9%	13%	16%	10%	10%	16%	20%
African Amer.	20	19	14	11	8	7	8	14	12	14	22	26
Amer. Indian	2	0	1	1	4	4	3	2	6	3	8	7
Asian	4	8	9	8	5	5	10	7	5	7	7	11
Mexican/Chicano	0	0	0	0	0	0	2	2	0	0		-
Multi-Ethnic	0	0	0	0	0	0	11	11	2	0		-
Hispanic	10	10	8	4	7	5	3	6	5	6	10	13
Other	0	0	0	0	0	7	5	4	2	1		-
White	246	261	272	272	282	275	271	247	274	281	248	231
*Ethnicity categories used by Minnesota State Reporting System as of 2006-07.												
Commu-ters	131	153	163	163	172	165	184	180	171	178	154	163
Residents	151	145	141	133	134	138	129	113	135	134	141	125
Residen-tial Fees	\$ 1,500.00	\$ 1,625.00	\$ 1,725.00	\$ 1,875.00	\$ 1,985.00	\$ 2,400.00	\$ 2,500.00	\$ 2,750.00	\$ 2,750.00	\$2,790	\$2,850	\$3,000.00
Free/Re-duced Lunch		39	34	28	23	13	10	7	32	25	26	24
Free/Re-duced Fees						20	10	21	32	34	38	41

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

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

**3:00 PM in the "Large Glass Box" of GAIA**

Prior to Board meeting, beginning at 12:30 pm, Board Chair Virginia Katz, Vice-chair Howard Wilson, Exec Director Nathan Davis, and Exec Assistant Steve Greenberg met with newest Board members Bari Amadio, Denis Biagini, Maggie DiBlasio, Ardie Gallant, and Dorothy Suomala, to provide an orientation session to the Board.

**1. Meeting Call to Order**

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

**2. Roll Call and Introductions**

V. Katz introduced new Board members recently appointed by Governor Tim Pawlenty: B. Amadio, D. Biagini, M. DiBlasio, and D. Suomala. Katz also directed those present to the bios of all Board members in the October Board packet, and handed out a more complete bio of M. Wilimek that wasn't available when Katz compiled the bios for the Board packet.

**Members Present:** Peter Adolphson, Bari Amadio, Denis Biagini, Robert "Bob" Brandt, Margaret "Maggie" DiBlasio, Ardythe "Ardie" Gallant, Penny Johnson, Virginia Katz, Sonja Peterson, Alex Plechash, Dorothy Suomala, MaryAnne Wilimek, Howard Wilson, KaiMay Yuen-Terry.

**Excused:** Roberta Jones.

**Guests Present:** Staff: Diane Aldis (PDR), Debbie Ambright (Finance Dir), Nyssa Brown (PDR), Barbara Cox (PDR), Nathan Davis (Exec Dir), Larry Etkin (Communications Dir), Holly Folkers (Admin Ass't), Steve Greenberg (Exec Ass't taking minutes), Mike Hiatt (PDR Dir), Pam Paulson (Sr Dir of Policy), Alice Woog (AHS Director).

**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 the insertion of new item #8: **For Information:** Update on Pledge of Allegiance.

**Seconded by:** P. Johnson.

**Verbal vote:** passed unanimously.

**4. For Action:** Call for approval of minutes from September 13, 2007 Board meeting.

**Motion by:** R. Brandt to approve 09/13/07 minutes as submitted (no changes).

**Seconded by:** P. Johnson.

**Verbal vote:** passed unanimously.

It was noted and appreciated that H. Folkers did a great job taking minutes at September meeting.

V. Katz discussed general topic of posting minutes for public and internal review.

- a. It recently (early October) came to attention of N. Davis and Katz that S. Greenberg had neglected to post approved Board minutes from June, Aug., and Sept. 2007 meetings. This oversight was corrected immediately, and led to a discussion among Katz, Davis, and Greenberg of when and for whose access should minutes be posted.
- b. For as far back as anyone present could recall, Board minutes have been posted on internal PCAE website after Board has approved them.

**Guideline #1:** Within two weeks following monthly meeting, draft (unapproved version) of minutes marked *Unofficial Draft for Internal Review Only* will be posted on internal website.

**Guideline #2:** Within three days of Board approval, minutes will be posted on external website.

- c. During discussion of Pledge of Allegiance (item #8 below), AHS Director A. Woog requested (and got concurrence) for two new guidelines involving dissemination of the Board's upcoming agendas (guidelines #2 and #3 below):

**Guideline #1:** The agenda must be available on public website at least five days before actual meeting. (This existing guideline is already being followed.)

**Guideline #2:** Hardcopy of upcoming agenda should be posted prominently in school building for student, faculty, and staff review.

**Guideline #3:** Send electronic version of upcoming agenda to entire student body via email.

**5. For Information:** Board administrative update.

During *Roll Call and Introductions* (#2 above), V. Katz distributed handout listing a string of email messages between V. Katz, S. Greenberg, and Annie Paruccini (Gov. Pawlenty's Dir of Board & Commission Appointments). The messages were Katz and Greenberg's efforts to understand how someone could be appointed to Perpich Board for a 4-year term that, for instance, started in September 2007 and ended in January 2011 (3 years + 4 months).

**Resolution:** People may be appointed to fill a 4-year term that has been vacant for a period, or "vacated" prematurely by a predecessor. In other words, 4-year terms begin in January, regardless of when an individual is appointed to fill the term.

**6. For Information:** Finance Report.

A. Plechash and D. Ambright presented one-page report. Both explained that Board Finance Committee's recent meeting resulted in two formats: (1) one-page report for majority of monthly Board meetings, with (2) more in-depth multi-page report to-be-submitted for September, January, and May monthly Board meetings. This plan was received with much approval.

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

Exec Director N. Davis distributed report. Notes below list points added at meeting:

- a. New hire for HR Director at PCAE, Valerie Osborn, to begin 10/31.
- b. RE: newly-formed relationship with SMART (Small Agency Resource Team) will serve Perpich as a good resource provided by State to agencies of a size such as PCAE. However, PCAE still needs a full-time HR Director. Osborn will have opportunity to call on them when needed.
- c. The expansion of Dr. Alice Woog's interim tenure to a three-year appointment as AHS Director will enable her to cover more groundwork and make more headway in areas of school programming, budgeting, and establishing an operating school improvement plan.
- d. Davis made reference to recent memo sent to all Board members on Oct. 3: *A New Leadership Structure To Be Initiated*. He noted that P. Paulson, who has just begun her new role as Sr. Director of Policy, has led administration in recognizing need to position Perpich on a national level and in the political realm.
- e. RE: overall work on buildings, grounds, and operations—Davis stressed that Perpich maintenance staff is working hard and diligently, and is stretched across multiple projects.
- f. RE: decision not to install A/C units in dorm rooms—per Davis, "We don't feel the necessity to request State funds for room A/C units." Current cooling of hallways and other public areas already provides comfort to dorm rooms.
- g. RE: Perpich Foundation and upcoming Big Event—(1) not just about fund-raising; it's about positioning and marketing the Center, (2) Davis has contacted a number of leading Twin Cities arts organizations to gain sponsorships from each organization to sit at an *Arts Leadership Table*, (3) PCAE Foundation has 501(c)3 (nonprofit) status from the IRS, (4) Board member B. Amadio offered her assistance with corporate sponsorships for Big Event next year.
- h. RE: PDR and Arts Standards Review Process—(1) P. Paulson has worked extensively in this area, (2) Completed standards document for K-12 will ultimately be submitted to State Commissioner of Education (currently A. Seagren). Deadline to submit is March 2008. Once MN Dept of Educ accepts document, it will go to a committee that will translate it into rules and guidelines. (3) Per M. Hiatt, teachers request, "Don't make us start over." Gather and build upon progress already made in Minnesota and U.S., (4) Per Davis, PCAE is clearly involved in educational policy, but isn't necessarily known for it. Perpich is critically involved in these policies.
- i. RE: *Minnesota Academic Standards, Arts K-12, May 19, 2003* handed out as part of this report—this document represents fulcrum of PCAE's outreach in educational leadership throughout Minnesota.
- j. RE: Arts High School admissions informational meetings—holding out-state info sessions is a new AHS development initiated by AHS Director A. Woog.

- k. RE: Community Outreach: Student Visual Art Exhibit at Golden Valley Library—Perpich Librarian Jeanne Iverson is commendably involved with this and other outreach opportunities.
- l. RE: Strategic Planning—Board members P. Johnson (Willmar), B. Amadio (Rochester), M. Wilimek (Bemidji), and V. Katz (Duluth) will work with consultant Mary Katherine Johnson to coordinate and set up four out-state info-gathering meetings in their respective hometowns or congressional districts (Johnson is from Willmar but the meeting will be held in Winona). For the two Twin Cities Metro meetings, B. Brandt will assist with St. Paul and A. Plechash and/or P. Adolphson will assist with the western Metro area.
- m. Per B. Brandt, an *informant* is a person who can influence an organization's involvement with entities such as schools, galleries, performance venues, educational and arts organizations, and legislature.
- n. Davis will get from Stephen Ward Associates (SWA) and distribute to Board a brief understanding of how *key informants* are important to the interview and info-gathering process.
- o. Board Development Committee (BDC) directed SWA to hold meetings and interviews with Perpich staff/faculty to gather pertinent strategic planning data in-house. SWA's contract is being amended to include these sessions.
- p. Concern was expressed re: Board is in process of creating a strategic plan for whole Center, and it appears AHS is working on their own strategic plan concurrently. Woog explained that term *strategic plan* is being used to name a process embarked upon in AHS for faculty and AHS staff to share experiences, insights, and dreams with one another in such areas as solid curriculum review, needed/desired site improvements, supervision, evaluation of staff, and professional development. The process has been discussed with SWA and is in concert with their work.

#### 8. For Information +/-or Action: Update on Pledge of Allegiance.

At September 2007 meeting, the Board voted 6 to 4 not to waive the requirement for the Pledge of Allegiance to be recited at AHS. A number of faculty members have voiced concern since the September meeting that, in the past, they were asked to share their opinions with the school principal (AHS Director) so that s/he could verbally represent the faculty to the Board before they made a decision. Faculty members requested that the Board bring the topic up for re-consideration at October meeting so that faculty opinions could be considered in the process.

V. Katz distributed a hardcopy of an email message she sent on October 5 to N. Davis addressing the topic. The distributed document also included an introductory note from Katz:

BOARD MEMBERS – This is the response that I sent to Nathan to share with Alice Woog regarding faculty concerns about our pledge decision.

(According to Robert's Rules of Order, a motion to reconsider can only be made by an individual who voted in the majority, in this case someone who voted not to waive the requirement.)

Virginia

**To:** Nathan Davis  
**Sent:** Friday, October 05, 2007 6:46 PM  
**Subject:** Re: Pledge

The chair of the PCAE Board of Directors, Virginia Katz, will not recommend to the Board that they reconsider their decision regarding the state law requiring the Pledge of Allegiance for the 2007-2008 academic year. The Board has been asked to vote on the Pledge each year for the past several years and the chair is not aware of any presentation prior to those votes that referenced faculty input. The chair of the Board is, however, willing to recommend to the Board that they spend some time during the 2007-2008 academic year looking at the process of how faculty input can be included for information for board consideration, as it prepares to vote on this issue again in August 2008.

At Thursday's meeting, when I ask for additions to the agenda, I will ask that this be added to the agenda.

Virginia

#### Notes on Subsequent Discussion

- a. **V. Katz** handed out the document (listed above) and introduced the subject, verbally emphasizing and further clarifying the paragraph that refers to Robert's Rules of Order [see paragraph above that begins "(According to Robert's Rules of Order....)"].

The parliamentary procedure rules followed by the Minnesota House of Representatives and which govern all bodies of the State of Minnesota are in a document called *Permanent Rules of the House* and incorporate some of the text and tenets of *Robert's Rules*. Article 3.14 of *Permanent Rules*, Motion to Reconsider, states "After a question is decided either in the affirmative or negative, a member who voted with the prevailing side may move to reconsider it."

Katz indicated that, as Chair, having not voted at all on the motion in September, she therefore does not have jurisdiction to ask the Board to reconsider its decision on the Pledge—only the six members who voted in the majority at the September meeting could do so. Among these six members (all were present at this October meeting), none chose to reintroduce the issue for Board decision.

- b. **A. Woog** researched protocol for reciting the Pledge. She reported a school must honor the rights of those who choose to participate as well as those who choose not to do so.

She did not find in files left by her predecessor any indication that, in the past, faculty was asked for input on this topic.

Some students are considering a petition against the Board decision. Woog suggested to them that they might have more impact if they send representatives of the whole group, especially reps from student government, to address Board during the Open Forum item on the monthly agenda.

Woog will work with Student Government to implement Board's decision. Pledge will be heard over PA system on Mondays through academic year. The practice will begin on Veteran's Day.

- c. **B. Brandt** said the discussion and decision on Pledge has always been a Board issue, not open to formal input of faculty. He encouraged the idea of student speakers addressing Board during Open Forum as an exercise of, and lesson in citizenship.
- d. **B. Amadio** noted Board's decision is timely because current Secretary of State Mark Ritchie is promoting civic knowledge in Minn. schools and communities.
- e. **H. Wilson** emphasized that if input from Perpich's and Perpich Board's stakeholders is considered important, especially with an issue that is emotionally charged and rooted in beliefs learned from childhood and handed down for generations, Board members must realize their decisions do affect the position of others.

Regarding the Pledge, it represents a catalyst moment for Board to review and consider how it makes decisions and how it solicits input from the people it leads. Wilson added that it is important to be clear about meaning of *input*. "You may have your say, but that doesn't mean you'll get your way."
- f. **K. Yuen-Terry**, agreeing with Wilson, expressed feeling humbled by the power vested in Board members when they are appointed to serve. In this position, "we must be bigger than ourselves" and have empathy and compassion.
- g. **A. Gallant** pointed out that the issues over the Pledge present a teaching moment by giving Board members the "opportunity to walk the walk" and teach by example what they believe.
- h. **A. Plechash** added that, to his recollection, past AHS Director Rie Gilsdorf did speak of a "recommendation" after talking to faculty. He said in a few years, this decision will not be new among student body. He also echoed Wilson's reminder that, "People don't have to have their way, but need to have their say."

**9. For Information: Public Comment.**

N. Brown, PDR's Educ. Specialist for Music, mentioned she's felt honored in previous work assignments when Board members visited her classes. Dr. Woog invited Board members to contact her or teachers directly to arrange visits to classrooms.

**10. Meeting adjourned at 4:37 pm.**

A number of Board members and spouses adjourned to school cafeteria for a Perpich-hosted picnic style supper—a time to welcome the new members, and to get to know one another in a non-meeting setting.

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

**CC:** Stephen Ward & Jane Nakken,  
Stephen Ward Associates;  
Nathan Davis, Executive Director;  
Deb Ambright, Finance Director;  
John Engel, Technology Director;  
Larry Etkin, Communications Director;  
Mike Hiatt, Director of PDR;  
Pam Paulson, Senior Director of Policy;  
Alice Woog, Interim AHS Director; and  
Administrative Council

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

**Date:** October 4, 2007

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

Enclosed please find the agenda and booklet for the October 11, 2007  
PCAE Board Meeting in the "Large Glass Box" of the GAIA (PDR)  
Building.

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October 2007 Board Booklet**

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**Perpich Center for Arts Education  
AGENDA  
for PCAE Board Meeting  
3:00 PM on Thursday, October 11, 2007  
Large Glass Box in GAIA (PDR) Building**

(Meeting preceded by orientation session for new Board members, beginning at 12:30 pm.)

1. Call to Order.

2. Roll Call and Introductions.

Introducing four new Perpich Board appointees.

See bios of ongoing and new members on pages 1-4 in Board booklet:

<u>Name</u>	<u>Cong. District</u>	<u>Expiration Date</u>
Bari Amadio	1	Jan. 3, 2011
Denis Biagini	3	Jan. 3, 2011
Margaret DiBlasio	4	Jan. 3, 2011
Dorothy Suomala	7	Jan. 3, 2011

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

4. **For Action:** Call for approval of minutes from September 13, 2007 Board meeting.  
Pages 6-12 in Board booklet.

5. **For Information:** Board administrative update.  
Presenter: Virginia Katz, Chair, PCAE Board of Directors.

6. **For Information:** Finance Report.  
Presenter: Alex Plechash, Chair, Board Finance Committee.  
Pages 13-15 in Board booklet.

7. **For Information:** Executive Director's Report.  
Presenter: Nathan Davis, PCAE Executive Director.  
**Handout(s) will be distributed at Board meeting.**

8. **For Information:** Public Comment at approximately 4:15.  
Anyone who wishes to address the Board may do so at this time. Please limit remarks to five minutes.

9. Adjournment.

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# PERPICH CENTER FOR ARTS EDUCATION

Board of Directors

October 2007

## New Members Coming on the Board October 2007

**Bari Amadio** is the Program Coordinator at the Southeast Service Cooperative for the US Department of Education's Teaching American History grant. The Cooperative facilitates partnerships for schools and other agencies in the Rochester area. She is active in community arts programs, serving as president of the Rochester Civic Theater Board of Directors. Amadio has a masters degree in nursing from Boston University, a masters in education from St. Thomas, and a *juris doctorate* degree from the Quinnipiac University School of Law in Connecticut. She lives in Rochester and represents Congressional District 1 on the PCAE Board. This is her first term.

**Denis Biagini** is a retired school administrator, who has served in the Wayzata, Robbinsdale, and St. Michael-Albertville school districts. He has worked in staff development and leadership training. He has a BS degree in education and a masters in supervision and instructional leadership from the University of Wisconsin River Falls.

He completed work for his administrator's license at the University of Minnesota Twin Cities. He lives in Plymouth and represents Congressional District 3 on the PCAE Board. This is his first term.

**Margaret DiBlasio** is a professor *emerita* at the University of Minnesota Twin Cities where she served as a program head in the Art Education Department. She is an artist and an author, and was selected as Art Educator of the Year by the National Art Education Association. She was a senior consultant to the Getty Center for Education in the Visual Arts. She has a BS degree from Youngstown State University, a master of arts in painting and art history from the Villa Schifanoia Graduate School of Fine arts in Florence, and a PhD in art education from Ohio State. She lives in St. Paul and represents Congressional District 4 on the PCAE Board. This is her first term.

**Dorothy Suomala** has been a teacher, principal, superintendent (of the Tri-County Schools in Karlstad, MN), and college professor. Prior to retirement, she was the director of graduate studies and interim dean of the College of Education and Human Services at Minnesota State University, Moorhead. She has a BA in English from Hamline, a masters in English from what was then Moorhead State, and a PhD in educational administration from the University of Minnesota Twin Cities. In addition, she is currently working on a masters of science degree in counseling at Minnesota State.

She lives in Dilworth and represents Congressional District 7 on the PCAE Board. This is her first term.

### **Ongoing Members October 2007**

**Peter Adolphson** is the director of production and marketing for the ION Corporation, the Minnetonka aerospace engineering firm. He was a member of the Minnesota House of Representatives from 2003 to 2005, serving on the Transportation Finance, Transportation Policy, Ways and Means, Local Government and Metropolitan Affairs Committees. He was in the US Naval Reserve from 1981 to 2005, retiring at the rank of Commander. He has a BA in business administration from Gustavus Adolphus and an MBA from National University in San Diego. He lives in Minnetonka and is an at-large member of the PCAE Board of Directors. This is his first term on the Board, which expires January 2010.

**Robert Brandt** is the Ombudsperson/Vice-Provost at Walden University, the accredited online university. Previous positions include Dean and Associate Dean of Students at Macalester College and Ohio Wesleyan University. On the PCAE Board, he is chair of the Board Development Committee. He has served as vice chair and chair of the Board, chair of the Program Committee and the Personnel Committee. He is chair of the Personnel Committee of St. Joan of Arc Catholic Church and Governor Emeritus of the Human Rights Campaign. He lives in St. Paul and represents Congressional District 4 on the PCAE Board. His second term on the Board ends this January, 2008.

**Ardythe "Ardie" Gallant** is a calligrapher and artist who is a small business owner. Her company, ARDIE AND FRIENDS, involves collaboration with other professional artists in the production and marketing of a wide range of media. Her company provides services and benefits that can be used for fundraising for businesses and non-profit organizations. She has more than 30 years of calligraphy and design experience.

She lives in Minneapolis and represents Congressional District 5 on the PCAE Board. This is her first term on the Board, which expires January 2011.

**Penny Johnson** was a Program Director of a psychiatric adolescent treatment program for 34 years. Currently she serves as a *Guardian ad Litem*, an advocate in the Eighth Judicial District court system for abused and neglected children. She is an active volunteer in her church, serving on a team which provides education for those becoming Catholic; she is also on her Parish Administrative Council. She travels extensively. She lives in Willmar and represents Congressional District 7 on the PCAE Board. Her second term ends in January 2009.

**Roberta Jones** is an Assistant Hennepin County Attorney in the civil division. She served as a law clerk for Judge LaJune Thomas Lange of the

Fourth Judicial District in Hennepin County. She has served on the Board of Directors of Wayside House in St. Louis Park and the African American AIDS Task Force. She has a BA in Spanish literature from Ohio Wesleyan University, a masters in economics from the New School for Social Research in New York City, and a J.D. from the University of Texas. She lives in Minneapolis and represents Congressional District 5 on the PCAE Board. She finished out the remaining year of a former Board member in 2004 – 2005 and is now in a four-year term, which expires January 2009.

**Virginia Katz** retired in 2003 after 37 years as an associate professor of communication at the University of Minnesota Duluth. She currently serves as a consultant, providing workshops in communication skill development for businesses and organizations. She is also a free lance writer. She has a BA in English from Wellesley College, a masters in speech and theater from the University of Michigan, a masters in education from Case Western Reserve in Cleveland, and a PhD in communication from Kent State University. She lives in Duluth and is an at-large member of the PCAE Board; she is currently the only representative from Congressional District 8. Her first term on the Board expires in January 2008.

**Sonja Peterson** retired from 20 years as Director of the Lakes Region Arts Council, serving 9 counties in west central Minnesota. Prior to that, she served 12 years on the local school board, including 10 years as chair. She is currently on the board of the Vesterheim Norwegian American Museum in Decorah, Iowa. She is the author of a book of poetry based on Old Norse mythology. She travels extensively, having been on safari in Tanzania and scuba diving in the Cayman Islands. She previously served as chair of the PCAE Board of Directors. She lives in Battle Lake and represents Congressional District 7 on the PCAE Board. Her second term on the Board ends January 2009.

**Alex Plechash** was a fighter pilot in the Marine Corps, becoming a TOP-GUN test pilot. After retiring from active duty, he held senior executive sales and operations positions at companies including Exxon and Oracle. He is currently vice president for institutional sales with FOLIOfn, a privately held web-based brokerage and trading platform. He received a BS in aerospace engineering and physics from the US Naval Academy, and an MBA in finance from the University of Chicago. He remains involved with the Naval Academy, serving as an Admissions Officer. He is the lead deacon at Christ Presbyterian Church, and he is a volunteer firefighter for the City of Wayzata where he lives. He represents Congressional District 3. His first term on the Board expires January 2010.

**MaryAnneWilimek** earned a B.S. degree in Limnology, worked as an Environmental Specialist for the Wisconsin DNR, and then as a Forest Service Hydrologist in Minnesota. In the 1980s she shifted career gears and was hired as Executive Director for the Region 2 Arts Council, a five-

county arts re-granting organization in north central Minnesota, where, for 15 years, she worked with stakeholders to develop innovative arts programs for rural areas. Semi-retired, she now creates gardens, handmade books, and loaves of bread, while doing some freelance editing, travel, and work toward an MFA degree in creative writing. Her personal journey is toward an intuitive integration of the three constants in her life: creative words, the natural environment, and a deepening faith. She lives in Bemidji and represents Congressional District 7 on the PCAE Board. Her first term on the Board expires in January 2008.

**Howard Wilson** serves as Principal of Four Seasons A+ Elementary, the first year-round elementary school in St. Paul. He has worked for the St. Paul Schools since 1997. He was born in Australia where he began his career as a music, theater, and English teacher in middle and senior high schools. He holds undergraduate degrees in music education, theater, and communication. He holds a masters degree in religious studies. He is the immediate past-president of the St. Paul Principals Association. He lives in Northfield and represents Congressional District 2. His first term on the Board expires in January 2009.

**KaiMay Yuen-Terry** was the founder and owner of VideoMed Inc. that produced multilingual health education video programs for the health care industry. She is a past president of the Chinese American Association of Minnesota; she was chair of the Chinese Dance Theater and has served on the Walker Arts Center Advisory Council. She is a former board member of the St. Paul Cultural Star. She has a BA from Oberlin College, a masters degree in social service administration from the University of Chicago, and a masters of public health from Johns Hopkins. She is a council member of the University of Minnesota China Center. She lives in Edina and represents Congressional District 3 on the PCAE Board. Her first term on the Board expires January 2008.

**NOTE: Board members are eligible to serve two four-year terms on the Board. Those Board members wishing to be reappointed should apply to the Secretary of State's office in the month of November prior to the expiration of their term.**

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

**Board of Directors**

**Board Meeting Minutes**

**Board Meeting "Annual Retreat" Minutes  
for September 13, 2007**

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

**1. Meeting Call to Order**

V. Katz, PCAE Board Chair, called the meeting to order at 12:15 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, Howard Wilson, KaiMay Yuen-Terry.

**Excused:** none (all Board members present).

**Guests Present:** Staff: Deb Ambright (Finance Dir), Nathan Davis (Exec Dir), Larry Etkin (Communications Dir), Holly Folkers (Admin Ass't taking minutes), Pam Paulson (Deputy Director). Others: Jane Nakken & Stephen Ward (Consultants from Stephen Ward Associates), Chris Wilson (a past Board member present in role as a consultant).

**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 the addition of "Approve Contract with St. Louis Park Schools for Special Ed Services."

**Seconded by:** MaryAnne Wilimek.

**Verbal vote:** passed unanimously.

**4. For Action:** Call for approval of the minutes from the August 2, 2007 Board meeting.

**Motion by:** A. Plechash to approve August 2, 2007 minutes as submitted (no changes).

**Seconded by:** P. Adolphson.

**Verbal vote:** passed unanimously.

**5. For Information:** Board administrative update from Board Chair V. Katz.

- a. Four new Perpich Board appointees will join Board for October meeting. They will have an orientation meeting before Board meeting on October 11, beginning at 12:30 pm in GAIA's Large Glass Box.
  - Katz asked all current Board members to send her a bio to give to new members at October meeting.
- b. Board Term Expirations:

- i. According to Board records, Chris Wilson's term expires 01/08, but according to the governor's appointments office, the correct date is 01/07. State board guidelines allow a Board member to continue serving up to six months past term expiration if a replacement hasn't been appointed; thus, Wilson's term officially expired 06/01/07. Wilson is still considering whether to apply for a second term.
- ii. Board members Katz, Wilimek, and Yuen-Terry's terms expire 01//0708. If they wish to serve second terms, they should reapply in 11/07.
- c. Originally planned to be the out-state meeting for the 2007-08 year, the October 11 meeting will be in standard location—GAIA's Large Glass Box at 3:00 pm. Instead, some Board members will be involved in out-state meetings in the next few months related to Strategic Planning Project.
- d. The "BBQ/picnic-style" dinner originally planned in the school cafeteria for September will instead follow the October 11 Board meeting. It will be an opportunity to welcome spouses/partners/significant others and new Board members.
- e. For information only: Personnel Committee Chair Sonja Peterson gave an update that as the state employees' contracts have not been settled yet, the Exec. Director's salary has not been recommended and settled.

So Board Chair Virginia Katz could eat her lunch, she passed the gavel to Vice Chair Howard Wilson to chair meeting.

**6. For Information:** Finance Report.

A. Plechash, Chair of Board Finance Committee, distributed a financial report dated 09/07/07 as a handout at meeting.

- a. Page 3 of report, *Administrative Budget for FY 07*, appears higher than initial budget for current fiscal year due to summer project delay from FY 06 (June-FY06) to the summer of 2006 (July/August-FY07)—due to the Beta building demolition project).
- b. PCAE Finance Director D. Ambright noted that current McKnight Foundation funding will end in fiscal 2008.
- c. A. Plechash will convene Finance Committee within next few weeks to come up with a standard financial reporting format and system for Board meetings.

**Motion by:** P. Adolphson to approve 09/07/07 report.

**Seconded by:** R. Jones.

**Verbal vote:** passed unanimously

**7. For Action:** Approve contract with St. Louis Park school district to share costs for Special Ed instructor and program.

Anticipated contract amount is \$67,743.95 with contract dates August 8, 2007 – June 15, 2008.

B. Hodne, Annual Salary + 7 Days @ Daily Rate:	\$81,856.38
PCAE Share of Director Cost:	3,387.57
Assessment Fees, Text, Equip, Supplies:	8,500.00
<b>TOTAL EXPENSES:</b>	<b>\$93,743.95</b>
<u>Estimated Federal Funds:</u>	<u>\$26,000.00</u>
<b>CONTRACT TOTAL:</b>	<b>\$67,743.95</b>

### **Timeline for Special Education Contract with St. Louis Park School District 2007-2008 School Year**

The Perpich Center has been contracting with St. Louis Park School District for Special Education Services since 1997. The St. Louis Park School District has provided one of their Special Education teachers, Barb Hodne, and on occasion, a paraprofessional to be on site at PCAE to serve Arts High School students during the academic year. Arts High School Director at the time, Mark Youngstrom, set up the arrangement and did the contract each year until Rie Gilsdorf was hired. When Rie was informed there might be a problem with renewing the contract Nathan and I offered to help her with the process and determine what was possible.

June 2006	St. Louis Park Schools informs Barb Hodne they do not intend to renew Arts High School Special Education contract for 2007-08
June 2006	Nathan, Pam, Rie and Barb H. meet with Tami Reynolds, SLP Director of Special Services to see if anything can be worked out to continue the PCAE Special Ed. contract
July 2006	Pam and Rie meet with MN Department of Education, Director of Special Education to discuss issue and options
August/September	Pam and Rie work with SLP to find other options and contact Hopkins School District to determine their potential interest in the contract
October 2006	Nathan and Pam meet with SLP Superintendent Debra Bowers and Tami Reynolds and decide they will work with District 287 to create a smooth transition for 287 to take over the PCAE contract
December 2006	Barb Hodne informs us that the arrangement with District 287 does not look possible and SLP tentatively agrees to reconsider contracting directly with PCAE.
January 2007	PCAE Executive Budget Officer, Brian Steeves, informs us that there are problems with PCAE's contract arrangement with SLP and asks that we set up a meeting with staff at the MN Department of Education
February 2007	Carol Hokanson, Mona Regan (MDE), Tami Reynolds, Donna Glebe (SLP), Nathan, Rie and Pam (PCAE) meet to discuss the legislative requirements for PCAE and are told MDE will research the situation and get back to us with specific expectations and procedures

March 2007	Brian Steeves sends Nathan, Rie and Pam an email and spreadsheet from Tom Melcher, MDE Director of Finance, analyzing the PCAE/SLP contract and determines that PCAE is not eligible for any state aid for special education, as had been the practice for the past ten years because we are not funded by the K-12 formula. Special Ed costs for PCAE were expected to increase for the 2007-08 school year by approximately \$26,000. PCAE would have to cover this increase out of our appropriation
April/May 2007	Nathan and Pam share this information with legislators and ask for additional funds to help with Special Education costs
June 2007	Nathan and Tami Reynolds receive a memo from Carol Hokanson (MDE) explaining the new procedures that need to be used if a contract with St. Louis Park is going to be developed
July 2007	New Arts High School Director, Alice Woog and Pam meet with Tami Reynolds, Donna Glebe and other staff from SLP to begin negotiating the contract. Several questions emerged for which we collectively did not have answers, so Pam called new Executive Budget Officer, Kara Arzamendia, for assistance
August 2007	Kara sets up a meeting with staff from MDE, SLP and PCAE to figure out correct procedures and PCAE gets approval to do a contract with SLP using new procedures
September 2007	Contract is developed and brought to PCAE board for approval

Notes from discussion at meeting:

- a. This year negotiations were more complicated because, on financial reports, it appeared to St. Louis Park reps that they were covering costs for services received by PCAE.
- b. Note: State funds are no longer available for this contract, but Federal funds are.
- c. P. Paulson stated that we aren't sure if contractual arrangement will be able to continue after this school year. Also explained that PCAE doesn't hire for this position-- contracts with St. Louis Park to keep costs down, and MN Department of Education encourages school districts to contract for such services in order to bundle costs.
- d. For current (2007-08) school year, program is serving 15 AHS students.

**Motion by:** S. Peterson to approve Special Ed contract for 2007-08.

**Seconded by:** R. Brandt.

**Verbal vote:** passed unanimously

V. Katz resumed chairing meeting at this point.

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

Presented by PCAE Executive Director N. Davis. Handout listing highlights distributed at meeting.

**9. For Action:** Board decision on Pledge of Allegiance in AHS for 2007-08 school year.

N. Davis presented in absence of AHS Director Alice Woog, who wasn't able to attend this portion of the meeting. He explained that Woog has done some exploration and discovered that some schools in the area waive the Pledge of Allegiance requirement and some don't. Some school systems require it for elementary and middle schools, but waive it for high schools. He noted that Woog did not indicate a particular preference.

V. Katz explained that Minnesota state law requires that all students recite the Pledge of Allegiance one or more times a week unless the school board votes to waive this requirement. (In the case of the Arts High School, the Board of Directors serves as the school board.) If the Board wishes to consider waiving the requirement, that consideration (and vote) must be done annually – otherwise the requirement for reciting the Pledge is in effect. Katz pointed out that, in the past, the Board has waived the requirement. She noted that after last year's vote (Sept 06), some Board members felt that they had not had a chance to fully discuss the issues.

**Motion by:** R. Brandt to waive requirement to recite pledge in AHS during the 2007-2008 school year.

**Seconded by:** R. Jones.

Chair Katz went around the table asking Board members in turn to express their thoughts and opinions:

**H. Wilson** – For students at younger ages, ritualism is an effective teaching tool, but at the junior and senior high school age, it is a little different. If something becomes a routine part of the day, it loses meaning and emphasis.

**K. Yuen-Terry** – Agrees that the meaning of an event is important, and that meaning is devalued if the event is made mandatory.

**M. Wilimek** – Agrees with Wilson and Yuen-Terry, but acknowledges that both options—waiving or requiring recitation—have validity. Feels that in some way, if a student decides to recite or not to recite the Pledge for a personal reason, the impression others will assume is that the student is either patriotic or non-patriotic, based on this activity.

**S. Peterson** – Students have the fortune of freedom of choice. If recitation of the Pledge is required, each student may decide whether or not to express his/her freedom of choice in this matter.

**B. Brandt** – Commends M. Wilimek on her point of view, adding that the issue makes people feel as if they are choosing whether or not they are good patriots. Brandt also feels anything required is not a good teaching tool, adding that we live in a political environment, and when issues are forced, it causes division. Board has

generally felt in the past that patriotism is reflected in creativity, not necessarily forced onto students. Asks that faculty incorporate patriotism through discussion and curriculum. (Note: N. Davis explained that curricula includes education on civic engagement and citizenship.)

**R. Jones** – Feels the Pledge is important, but no one should be forced to say this as a statement of their patriotism. Expressions and opportunities to explore patriotism can be accomplished in other ways, such as civic engagements and government participation. Patriotism is a private expression, and forcing it makes it less meaningful to the student.

**C. Wilson** – If Board makes recitation a requirement, make sure students know that recitation is required of each class, but individuals may still decide for themselves.

**P. Johnson** – In favor of not waiving the requirement. It is part of the duty of educators and mentors of our children to help instill patriotism.

**A. Gallant** – Respect and values are critical to caring about things. We need to teach that respect which cannot be taught by being silent.

**P. Adolphson** – Students may opt out of reciting the Pledge. Many institutions start the day with the Pledge, and this type of event sticks with you through adulthood.

**A. Plechash** – This is not simply a matter of personal opinion—it is law that is being considered. If the Board votes to waive, this means we are taking each student's choice away. Saying words allows people to discuss what is being said. The act of the Board waiving the requirement communicates to students that the Pledge is not important.

One option is to have the Pledge read over the PA system.

R. Brandt requested a paper ballot. Ballots were distributed.

**Vote:** 6 NO (not to waive); 4 YES (to waive)

Note: Total of 10 votes because the Board Chair only votes to break a tie.

The motion was defeated and the requirement to recite the Pledge is now in effect.

Executive Director Davis stated that he and Interim AHS Director Woog would work with the staff on implementing this decision.

Chair Katz pointed out that the law also stipulates that any student or teacher may decline to participate in the recitation of the pledge, and that a school policy guide must include a statement that anyone who does not wish to participate in the reciting of the pledge for any personal reasons may elect not to do so and that students must respect another person's right to make that choice.

A short break was taken at 1:50 pm.

- 10. For Action & Information: Strategic Planning Session** with consultants Stephen Ward and Jane Nakken (Stephen Ward Associates) was held from 2:00-4:30 pm.

An action item from this session: Board members Bob Brandt, Ardie Gallant, Alex Plechash, and MaryAnne Wilimek will work on drafting vision and missions statements for the Center. At least one of these drafts will be available at the October 11 Board meeting.

**11. For Action:** PDR seeks approval on pARTner school grants.

**Motion by:** S. Peterson to approve \$108,000 in pARTner grants to these schools:

<u>School</u>	<u>Budget Amount Requested</u>
Albert Lea High School	\$18,000.00
Elk River High School	\$30,000.00
Thief River Falls Lincoln High School	\$30,000.00
Westbrook/Walnut Grove High School	\$30,000.00
<b>TOTAL RECOMMENDED FUNDING</b>	<b>\$ 108,000.00</b>

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

**Verbal vote:** passed unanimously.

**12. For Information:** Public Comment.

No one was present who wished to address the Board.

**13. Meeting adjourned:** at 5:10 pm.

Board Chair V. Katz then moved the Board into executive (closed) session.

## PERPICH CENTER FOR ARTS EDUCATION

### October 11, 2007 Board Meeting Financial as of October 2, 2007

#### General Overview

On the next page, please find a financial summary analysis for the agency as of October 2, 2007.

The format of this information is provided for your review in two ways:

1) Agency All Funds-Combined- provides information by agency financial type of funding distribution.

- General Fund Appropriation: funds appropriated by legislation for agency operations

- Dedicated Fund Appropriation: funds received from income revenues, interagency or private grants

- Federal Fund Appropriation: funds received from federal grants

- Misc Fund Appropriation: special agency fund for teacher specific contribution retirement fund

- Gift Fund Appropriations: special agency fund given as a gift to the agency which may or may not be restricted in the use of its spending

2) Agency by Operation-All Funds-provides information by agency operational specification of use of distribution.

- Administration/Operations

- Arts High School

- Residential Services

- Learning Resource Center

- Professional Development Research

The detail provides the dollars expended above in the specific reports reflective in state fiscal years 2006 and 2007. This also provides the current fiscal year 2008 budget, the dollars obligated and those already expended year to date. The last column provides the percent (%) of dollars expended year to date of the budget. The upper right corner provides the percent of the current fiscal year completed is 22.74%.

In an effort to provide monthly financial information to the Perpich Center for Arts Education Board of Directors; the finance committee board reviewed several agency reports and discussed the needs of the information wanted and a general format in which to receive it. The information you have in your packets will be the generally accepted format of the monthly report to the Board of Directors. During the monthly meetings of the Board for September, January and May the Board will receive an expanded and more detail report that has also been approved by the finance committee board. The reported information will also be available on a jump drive for further presentation to the board if required.

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**PERPICH CENTER FOR ARTS EDUCATION**

**Perpich Board Meeting October 11, 2007**

**Financial as of October 2, 2007**

**General Overview**

Attached is a financial summary analysis for the agency as of October 2, 2007.  
The format of this information is provided for your review in two ways:

- 1) Agency All Funds-Combined- provides information by agency financial type of funding distribution.
  - General Fund Appropriation: funds appropriated by legislation for agency operations
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  - Federal Fund Appropriation: funds received from federal grants
  - Misc Fund Appropriation: special agency fund for teacher specific contribution retirement fund
  - Gift Fund Appropriations: special agency fund given as a gift to the agency which may or may not be restricted in the use of its spending
- 2) Agency by Operation-All Funds-provides information by agency operational specification of use of distribution.
  - Administration/Operations
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  - Residential Services
  - Learning Resource Center
  - Professional Development Research

The detail provides the dollars expended above in the specific reports reflective in state fiscal years 2006 and 2007. This also provides the current fiscal year 2008 budget, the dollars obligated and those already expended year to date. The last column provides the percent (%) of dollars expended year to date of the budget. The upper right corner provides the percent of the current fiscal year completed is 22.74%.

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## Minnesota Arts Standards Revision Committee

### Process Timeline and Committee Schedule

#### **Committee Member List**

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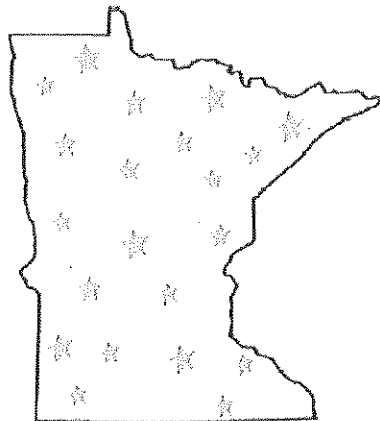
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# Minnesota Academic Standards

## **Arts K-12**

**May 19, 2003**



Minnesota Department of Education

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## ORGANIZATION OF THIS DOCUMENT

The Minnesota Academic Standards in Arts are organized into four general grade spans: 1) Primary, 2) Intermediate, 3) Middle, and 4) High School.

Standards are created for the following *strands*: Artistic Expression (Primary, Intermediate), Artistic Interpretation (Middle), Artistic Creativity and Performance (Middle), Analysis and Interpretation (High School), and Creation and Performance (High School)

*Substrands* are created for the following strands under the Primary, Intermediate and Middle grade spans:

1. Dance
2. Music
3. Theater
4. Visual Arts

*Substrands* are created for the following *strands* under the High School grade span:

1. Creative Writing
2. Dance
3. Media Arts
4. Music
5. Theater
6. Visual Arts

### Example

#### Kindergarten Through Grade 3 Standards

**Standard:** The student will understand and use artistic processes to create, perform, and interpret art works in at least two of the three arts areas required to be offered by a school from the following: dance, music, theater, and visual arts.

#### **Substrand: DANCE**

##### **Benchmarks:**

The student will:

1. understand the elements of dance, including action, space, time, and energy;
2. understand the characteristics of dance from a variety of cultures and historical times;
3. use basic movement skills in musical or rhythmic contexts; and create and perform sequences of movement with a beginning, middle, and end to communicate a story, life experience, theme, or idea.

# Minnesota Academic Standards in the Arts

## 3501.0620 Kindergarten Through Grade 3 Standards.

### Standard:

The student will understand and use artistic processes to create, perform, and interpret art works in at least two of the three arts areas required to be offered by a school from the following: dance, music, theater, and visual arts.

### Benchmark:

#### A. DANCE. The student will:

1. understand the elements of dance, including action, space, time, and energy;
2. understand the characteristics of dance from a variety of cultures and historical times;
3. use basic movement skills in musical or rhythmic contexts; and
4. create and perform sequences of movement with a beginning, middle, and end to communicate a story, life experience, theme, or idea.

#### B. MUSIC. The student will:

1. understand the elements of music, including melody, rhythm, harmony, dynamics, tone color, texture, and form;
2. understand the characteristics of music from a variety of cultures and historical times;
3. sing a varied repertoire of songs in a group;
4. improvise and compose on classroom instruments to communicate an idea;
5. play simple rhythms and melodies on classroom instruments; and
6. read and write music using a system of notation.

#### C. THEATER. The student will:

1. understand the elements of theater, including plot, theme, character, language, sound, and spectacle;
2. understand the characteristics of theater from a variety of cultures and historical times;
3. use movement, sound, and language to create images and express ideas;
4. create characterizations of animals, objects, or shapes; and
5. communicate a story and character using voice, movement, costume, and props.

#### D. VISUAL ARTS. The student will:

1. understand the elements of visual art, including color, line, shape, form, texture, and space;
2. understand the characteristics of visual art from a variety of cultures and historical times;
3. use the tools, basic skills, and techniques of at least three different mediums; and
4. create original works of art to communicate ideas.

**Standard:**

The student will understand and use artistic processes to create, perform, and interpret art works in at least two of the three arts areas required to be offered by a school from the following: dance, music, theater, and visual arts.

**Benchmark:****A. DANCE.** The student will:

1. understand the following components of dance:
  - a. elements, including action, space, time and energy;
  - b. principles of choreography, such as repetition, pattern, or unity; and
  - c. vocabulary;
2. understand cultural and historical forms or traditions of dance;
3. understand how dance elements are similar to and different from the elements of other arts areas, such as music, theater, or visual arts;
4. perform characteristic movements and styles of dance from more than one form or tradition;
5. create movement sequences with or without music; and
6. generate multiple responses to movement ideas.

**B. MUSIC.** The student will:

1. understand the following components of music:
  - a. elements, including melody, rhythm, harmony, dynamics, tone color, texture, and form; and
  - b. vocabulary;
2. understand cultural and historical forms or traditions of music;
3. understand how musical elements are similar to and different from the elements of other arts areas, such as dance, theater, or visual arts;
4. sing or play traditional instruments alone and sing rounds and part songs or play traditional instruments in a group;
5. improvise and compose rhythms, melodies, and accompaniments using classroom instruments, voice, or both to express a specific musical idea;
6. perform rhythmic, melodic, and harmonic patterns on classroom instruments; and
7. read and write music using a system of musical notation.

**C. THEATER.** The student will:

1. understand the following components of theater:
  - a. elements, including plot, theme, character, language, sound, and spectacle;
  - b. forms, such as tragedy, comedy, farce, or melodrama; and
  - c. vocabulary;
2. understand cultural and historical forms or traditions of theater;
3. understand how theater elements are similar to and different from the elements of other arts areas, such as dance, music, or visual arts;
4. create a character based on fiction or life experience using movement, voice, costume, and props; and
5. create a dramatic performance by interpreting and adapting the plot, characters, and language from an existing piece of literature.

D. VISUAL ARTS. The student will:

1. understand the following components of visual arts:
  - a. elements, including color, line, shape, form, texture, and space;
  - b. principles, such as repetition, contrast, or balance; and
  - c. vocabulary;
2. understand the cultural and historical forms or traditions of visual arts;
3. understand how visual arts elements are similar to and different from the elements of other arts areas, such as dance, music, or theater;
4. use elements, principles, skills, and techniques of at least three different mediums; and
5. create original works of art to express specific artistic ideas.

*Artistic Interpretation***Standard:**

The student will understand and use artistic processes to analyze and interpret a variety of works in at least two of the three arts areas required to be offered by a school from the following: dance, music, theater, and visual arts.

**Benchmark:****A. DANCE.** The student will:

1. understand how the following components of dance are used to convey meaning:
  - a. elements, including action, space, time, and energy;
  - b. principles of choreography, such as repetition, pattern, or unity;
  - c. vocabulary;
  - d. styles, such as tap, ballet, or modern; and
  - e. choreographic structures, such as theme and variation;
2. understand the connection between a work in dance, its purpose, and its cultural and historical contexts;
3. understand how the principles and vocabulary of dance are similar to and different from other arts areas, such as music, theater, or visual art;
4. communicate a personal reaction to performances of original works or interpretations and performances of existing works in dance using the components of dance; and
5. use criteria to evaluate performances in dance.

**B. MUSIC.** The student will:

1. understand how the following components of music are used to convey meaning:
  - a. elements, including melody, rhythm, harmony, dynamics, tone color, texture, and form;
  - b. vocabulary;
  - c. styles, such as blues, jazz, or opera; and
  - d. structures, such as ABA;
2. understand the connection between a work of music, its purpose, and its cultural and historical contexts;
3. understand how the vocabulary of music is similar to and different from other arts areas, such as dance, theater, or visual arts;
4. communicate a personal reaction to performances of original works, compositions, or interpretations and performances of existing music using the components of music; and
5. use criteria to evaluate musical performances.

**C. THEATER.** The student will:

1. understand how the following components of theater are used to convey meaning:
  - a. elements, including plot, theme, character, language, sound, and spectacle;
  - b. forms, such as tragedy, comedy, farce, or melodrama;
  - c. vocabulary;
  - d. styles, such as romantic or classical; and
  - e. structures, such as chronological or nonlinear;
2. understand the connection between a work in theater, its purpose, and its cultural and historical contexts;

3. understand how the forms and vocabulary of theater are similar to and different from other arts areas, such as dance, music, or visual arts;
4. communicate a personal reaction to performances of original works or interpretations and performances of existing works in theater using the components of theater; and
5. use criteria to evaluate performances in theater.

**D. VISUAL ARTS.** The student will:

1. understand how the following components of visual arts are used to convey meaning:
  - a. elements, including color, line, shape, form, texture, and space;
  - b. principles, such as repetition, contrast, or balance;
  - c. vocabulary;
  - d. styles, such as abstract or impressionist; and
  - e. structures, such as two dimensional or three dimensional;
2. understand the connection between a visual art work, its purpose, and its cultural and historical contexts;
3. understand how the principles and vocabulary of visual art are similar to and different from other arts areas, such as dance, music, or theater;
4. communicate a personal reaction to works in visual art using the components of visual art; and
5. use criteria to evaluate works of visual art.

*Artistic Creativity and Performance*

**Standard:**

The student will understand and use artistic processes to create and perform in at least two of the three arts areas required to be offered by a school from the following: dance, music, theater, and visual arts.

**Benchmark:**

**A. DANCE.** The student will:

1. understand the following components of dance:
  - a. elements, including action, space, time, and energy;
  - b. principles of choreography, such as repetition, pattern, or unity;
  - c. vocabulary;
  - d. styles, such as tap, ballet, or modern; and
  - e. choreographic structures, such as theme and variation;
2. understand technical skills of dance, such as alignment, locomotor, or nonlocomotor movement skills;
3. understand how audience and occasion affect artistic choices in creating and performing dance;
4. use artistic processes to create and perform in a variety of dance contexts;
5. express and communicate ideas using the components of dance;
6. use improvisation to generate ideas for artistic expression in dance;
7. make and explain artistic choices in creating and performing dance; and
8. use feedback to revise both creation and performance of dance.

**B. MUSIC.** The student will:

1. understand the following components of music:

- a. elements, including melody, rhythm, harmony, dynamics, tone color, texture, and form;
  - b. vocabulary;
  - c. styles, such as blues, jazz, or opera; and
  - d. structures, such as ABA;
2. understand technical skills of music, such as singing or playing instruments;
3. understand how audience and occasion affect artistic choices when composing and performing music;
4. use artistic processes to create and perform in a variety of musical contexts;
5. express and communicate ideas using the components of music;
6. use improvisation and composition to generate ideas for artistic expression in music;
7. make and explain artistic choices in composing and performing music; and
8. use feedback to revise musical creation or performance.

C. THEATER. The student will:

1. understand the following components of theater:
  - a. elements, including plot, theme, character, language, sound, and spectacle;
  - b. forms, such as tragedy, comedy, farce, or melodrama;
  - c. vocabulary;
  - d. styles, such as romantic or classical; and
  - e. structures, such as chronological or nonlinear;
2. understand technical skills in the theater, such as scenery or prop design;
3. understand how audience and occasion affect artistic choices in creation and performance in theater;
4. use artistic processes to create and perform in a variety of theater contexts;
5. express and communicate ideas using the components of theater;
6. use improvisation to generate ideas for creating and performing in theater;
7. make and explain artistic choices in creation and performance; and
8. use feedback to revise creation or performance in theater.

D. VISUAL ARTS. The student will:

1. understand the following components of visual art:
  - a. elements, including color, line, shape, form, texture, and space;
  - b. principles, such as repetition, contrast, or balance;
  - c. vocabulary;
  - d. styles, such as abstract or impressionist; and
  - e. structures, such as two dimensional or three dimensional;
2. understand technical skills of visual arts, such as selecting and using tools and techniques of the medium;
3. understand how audience and occasion affect artistic choices in creation of visual art;
4. use artistic processes to create in a variety of visual art contexts;
5. express and communicate ideas using the components of visual arts;
6. generate ideas for artistic expression in visual arts;
7. make and explain artistic choices in creating visual art; and
8. use feedback to revise artistic expression in visual art.

*Analysis and Interpretation***Standard:**

The student will understand and apply artistic process to analyze, interpret, and evaluate art works in at least one of the three arts areas required to be offered by a school from the following: dance, media arts, music, theater, and visual arts.

**Benchmark:****A. DANCE.** The student will:

1. understand how a synthesis of the following components of dance is used to define a work in dance:
  - a. elements, including action, space, time, and energy;
  - b. principles of choreography, such as repetition, pattern, or unity;
  - c. vocabulary;
  - d. choreographic structures, such as theme and variation;
  - e. styles, such as tap, ballet, or modern; and
  - f. technical skills, such as alignment, locomotor, or nonlocomotor movement;
2. understand the similarities and differences among the styles and choreographic structures within dance;
3. understand how the selection of criteria affects criticism of a dance creation, interpretation, or performance;
4. understand the connections between dance and other disciplines outside the arts, such as mathematics, science, or history;
5. select criteria for evaluating the performances of original dances or the interpretations and performances of existing dances;
6. analyze and interpret dance through its historical, cultural, or social context;
7. support personal reactions to the performances of original dances or the interpretations and performances of existing dances using the components of dance; and
8. articulate informed evaluations of performances of original dances or the interpretations and performances of existing dances using selected criteria.

**B. MEDIA ARTS.** The student will:

1. understand how a synthesis of the following components of media arts is used to define a work in media arts:
  - a. elements, including image, sound, space, time, motion, and sequence;
  - b. principles, such as repetition, unity, or contrast;
  - c. vocabulary;
  - d. structures, such as chronological or spatial;
  - e. styles, such as documentary, narrative, or abstract; and
  - f. technical skills, such as selection and use of the tools of the medium;
2. understand the similarities and differences among the structures and styles within media arts;
3. understand how the selection of criteria affects criticism of a work in media arts;
4. understand the connection between media arts and other disciplines outside the arts, such as mathematics, science, or history;
5. select criteria for evaluating works in media arts;
6. analyze and interpret media art through its historical, cultural, or social context;

7. support personal reactions to media art works using the components of media arts; and
8. articulate informed evaluations of media art works using selected criteria.

C. MUSIC. The student will:

1. understand how a synthesis of the following components of music is used to define a composition, interpretation, or performance in music:
  - a. elements, including melody, rhythm, harmony, dynamics, tone color, texture, and form;
  - b. vocabulary;
  - c. styles, such as blues, jazz, or opera;
  - d. structures, such as ABA; and
  - e. technical skills, such as singing or playing instruments;
2. understand the similarities and differences among the structures and styles within music;
3. understand how the selection of criteria affects criticism of a musical composition, interpretation, or performance;
4. understand the connections between music and other disciplines outside the arts, such as mathematics, science, or history;
5. select criteria for evaluating the performances of original compositions or the interpretations and performances of existing compositions;
6. analyze and interpret music through its historical, cultural, or social context;
7. support personal reactions to performances of original compositions or the interpretations and performances of existing compositions using the components of music; and
8. articulate informed evaluations of performances of original compositions or the interpretations and performances of existing compositions using selected criteria.

D. THEATER. The student will:

1. understand how a synthesis of the following components of theater are used to define a work in theater:
  - a. elements, including plot, theme, character, language, sound, and spectacle;
  - b. forms, such as tragedy, comedy, farce, or melodrama;
  - c. vocabulary;
  - d. styles, such as romantic or classical;
  - e. structures, such as chronological or nonlinear; and
  - f. technical skills, such as scenery or prop design;
2. understand the similarities and differences among the structures and styles within theater;
3. understand how the selection of criteria affects criticism of a theater creation, interpretation, or performance;
4. understand the connections between theater and other disciplines outside the arts, such as mathematics, science, or history;
5. select criteria for evaluating performances of original works or the interpretation and performance of existing works in theater;
6. analyze and interpret theater through its historical, cultural, or social context;
7. support personal reactions to original works or the interpretation and performance of existing works in theater using the components of theater; and
8. articulate informed evaluations of original works or the interpretation and performance of existing works in theater using selected criteria.

E. VISUAL ARTS. The student will:

1. understand how a synthesis of the following components of visual arts is used to define a work in visual art:
  - a. elements, including color, line, shape, form, texture, and space;
  - b. principles, such as repetition, contrast, or balance;
  - c. vocabulary;
  - d. styles, such as abstract or impressionist;
  - e. structures, such as two dimensional or three dimensional; and
  - f. technical skills, such as selecting and using tools and techniques of the medium;
2. understand the similarities and differences among the structures and styles within visual arts;
3. understand how the selection of criteria affects criticism of a work in visual arts;
4. understand the connections between visual arts and other disciplines outside the arts, such as mathematics, science, or history;
5. select criteria for evaluating visual art works;
6. analyze and interpret visual art through its historical, cultural, or social context;
7. support personal reactions to visual art works using the components of visual arts; and
8. articulate informed evaluations of visual art works using selected criteria.

### *Creation and Performance*

#### **Standard:**

The student will understand and use artistic processes to create original or perform existing works of art in at least one of the three arts areas required to be offered by a school from the following: dance, media arts, music, theater, and visual arts. As an elective, the student may understand and use artistic processes to create original or perform existing works of art in another art form or creative writing.

#### **Benchmark:**

##### **A. DANCE.** The student will:

1. understand the integration of the following components of dance:
  - a. elements, including action, space, time, and energy;
  - b. principles of choreography, such as repetition, pattern, or unity;
  - c. vocabulary;
  - d. choreographic structures, such as theme and variation;
  - e. styles, such as tap, ballet, or modern; and
  - f. technical skills, such as alignment, locomotor, or nonlocomotor movement;
2. understand the cultural, historical, or social contexts that influence the creation, interpretation, or performance of dance works;
3. use artistic processes to create an original or perform an existing single, complex work or multiple works in dance;
4. use improvisation to generate original ideas for work in dance;
5. make decisions based on artistic intent;
6. make choices based on analysis of audience and occasion for dance; and
7. revise dance using multiple sources of critique and feedback.

##### **B. MEDIA ARTS.** The student will:

1. understand the integration of the following components of media arts:
  - a. elements, including image, sound, space, time, motion, and sequence;

- b. principles, such as repetition, unity, or contrast;
  - c. vocabulary;
  - d. structures, such as chronological or spatial;
  - e. styles, such as documentary, narrative, or abstract; and
  - f. technical skills, such as selection and use of the tools of the medium;
2. understand the cultural, historical, or social contexts that influence the creation of media arts;
  3. use artistic processes to create a single, complex work or multiple works in media arts;
  4. generate and clarify artistic intent for work in media arts;
  5. make decisions based on artistic intent;
  6. make choices based on analysis of audience and occasion for media art work; and
  7. revise media art work using multiple sources of critique and feedback;

C. MUSIC. The student will:

1. understand the integration of the following components of music:
  - a. elements, including melody, rhythm, harmony, dynamics, tone color, texture, and form;
  - b. vocabulary;
  - c. styles, such as blues, jazz, or opera;
  - d. structures, such as ABA; and
  - e. technical skills, such as singing or playing instruments;
2. understand the cultural, historical, or social contexts that influence the creation, interpretation, or performance of music;
3. use artistic processes to create an original or perform an existing single, complex work or multiple works in music;
4. use improvisation to generate original ideas for music composition or performance;
5. make decisions based on artistic intent;
6. make choices based on analysis of audience and occasion for music composition, interpretation, or performance; and
7. revise music composition, interpretation, or performance using multiple sources of critique and feedback.

D. THEATER. The student will:

1. understand the integration of the following components of theater:
  - a. elements, including plot, theme, character, language, sound, and spectacle;
  - b. forms, such as tragedy, comedy, farce, or melodrama;
  - c. vocabulary;
  - d. styles, such as romantic or classical;
  - e. structures, such as chronological or nonlinear; and
  - f. technical skills, such as scenery or prop design;
2. understand the cultural, historical, or social contexts that influence creation, interpretation, or performance in theater;
3. use artistic processes to create an original or perform an existing single, complex work or multiple works in theater;
4. use improvisation to generate original ideas for theater work;
5. make decisions based on artistic intent;
6. make choices based on analysis of audience and occasion for theater work; and

7. revise original creation or interpretation and performance of existing work in theater using multiple sources of critique and feedback.

E. VISUAL ARTS. The student will:

1. understand the integration of the following components of visual arts:
  - a. elements, including color, line, shape, form, texture, and space;
  - b. principles, such as repetition, contrast, or balance;
  - c. vocabulary;
  - d. styles, such as abstract or impressionist;
  - e. structures, such as two dimensional or three dimensional; and
  - f. technical skills, such as selecting and using tools and techniques of the medium;
2. understand the cultural, historical, or social contexts that influence creation of visual art;
3. use artistic processes to create and single, complex work or multiple works in visual arts;
4. generate and clarify artistic intent for work in visual art;
5. make decisions based on artistic intent;
6. make choices based on analysis of audience and occasion for work in visual art; and
7. revise visual art work using multiple sources of critique and feedback.

F. CREATIVE WRITING. The student will:

1. understand the integration of the following components of creative writing:
  - a. elements, including plot, character, setting, imagery, theme, point of view, and conflict;
  - b. principles, such as balance or repetition;
  - c. vocabulary;
  - d. structural forms, such as short story, novella, or prose poem;
  - e. styles, such as classical, romantic, or gothic; and
  - f. technical skills, such as organization or focus;
2. understand the cultural, historical, or social contexts that influence the creation of the writing;
3. use artistic processes to create a single, complex work or multiple works in creative writing;
4. generate and clarify artistic intent for writing;
5. make decisions based on artistic intent;
6. make choices based on analysis of audience and occasion for writing; and
7. revise writing using multiple sources of critique and feedback.

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

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

**3:00 PM in the "Large Glass Box" of GAIA**

**1. Meeting Call to Order**

V. Katz, PCAE Board Chair, called the meeting to order at 3:06 pm. Chair Katz asked the Board and observers present to observe a brief moment of silence in memory of Peter Adolphson's wife, Kristin Adolphson.

Peter expressed thanks to Board members and staff who sent flowers, cards, and attended the memorial service.

**2. Roll Call and Introductions**

**Members Present:** Peter Adolphson, Bari Amadio (left around 4:30 pm due to a class she's taking that will end within a month), Denis Biagini, Robert "Bob" Brandt, Margaret "Maggie" DiBlasio, Ardythe "Ardie" Gallant, Roberta Jones, Virginia Katz, Sonja Peterson, Alex Plechash, Dorothy Suomala, MaryAnne Wilimek, Howard Wilson, KaiMay Yuen-Terry.

**Excused:** Penny Johnson.

**Guests Present:** Students: Adrienne Lanz and Emily McComb. Parent: Pamela Lanz. Consultant: Jane Nakken (Stephen Ward Associates), Staff: Diane Aldis (PDR), Deb Ambright (Finance Dir), Nyssa Brown (PDR), Nathan Davis (Exec Dir), Larry Etkin (Communications Dir), Valerie Osborn (HR Dir), Pam Paulson (Sr Dir of Policy), Alice Woog (AHS Dir).

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

Sonja Peterson, Chair of Personnel Committee, asked that discussion and possible action be added to the agenda regarding "audit" of staff treatment that is called for every other year in the *Monitoring & Evaluation* section of *Executive Limitations Policy #2*, approved by the Board last spring.

Chair Katz asked that agenda item 5 be amended to make an item 5A for be Board administrative update, and 5B for discussion of a staff treatment audit.

**Motion by:** P. Adolphson to approve agenda for this meeting as amended above.

**Seconded by:** D. Biagini.

**Verbal vote:** passed unanimously.

**4. For Action:** Call for approval of the minutes from the October 11, 2007 Board meeting.

**Motion by:** S. Peterson to approve 10/11/07 minutes as submitted (no changes).

**Seconded by:** A. Gallant.

**Verbal vote:** passed unanimously.

**5A. For Information:** Board administrative update.

Elect New Nominating Committee: During the processing of agenda item #10 (see later in these minutes), Chair Katz noted that at December Board meeting, a new Nominating Committee will be selected by the Board in order to put together a slate for Board officer elections, which will take place at the January 2008 meeting.

New Binders: Chair Katz noted that new large black D-ring notebooks are available for Board members on the back table, as the current year's books are quite full.

Applying for Second Terms: Chair Katz said that, as her Board term expires this coming January, she has applied to be appointed to the Board for a second term. She indicated that she hoped Board members Yuen-Terry and Wilimek, whose terms also expire this January, will also reapply. She noted that Annie Paruccini, Governor Pawlenty's Director of Board and Commission Appointments, has indicated that such re-applications should be submitted this month (November).

Brandt's Continued Attendance After Term Expiration: Chair Katz asked Board member B. Brandt, whose term expires this January, to continue to meet with the Board for several months as a guest so the Board could take advantage of his historical perspective and expertise as they move through the strategic planning process.

There was discussion as to whether or not Brandt's position has been filled by the appointment of DiBlasio, as both are from the 4<sup>th</sup> Congressional District. (Board members may remain on the Board as voting members for up to six months after their term expires if they have not been replaced.) It was generally agreed that Brandt would only be replaced when a 15<sup>th</sup> member of the Board is appointed to fill the vacancy created when his term expires.

Brandt agreed that even if a 15<sup>th</sup> member is appointed by the time his term expires, he would be willing to continue to attend Board meetings as requested by the Chair.

**5B. For Information/Action:** Audit as stipulated by Executive Limitations Policy #2.

(S. Peterson, Chair of Board Personnel Committee, explained the background of this topic.)

Last spring, the Board passed a set of *Executive Limitations Policies*, which included *Policy # 2: Staff Treatment* (page 47 in the November Board packet). In addition, the Board passed a plan of *Monitoring and Evaluation Tools* with regard to the *Executive Limitations Policies* (page 79 in the November Board packet.)

The *Staff Treatment Policy* (Executive Limitations Policy #2) requires that adherence to this policy be evaluated by means of an external audit/report to be conducted biennially, in December of every odd year, by a human resources consultant.

Committee Chair Peterson suggested that she ask the consulting firm of Stephen Ward Associates (SWA), who are currently doing many interviews with staff as part of their work on the Board's strategic planning process, if they would/could expand

their work to include this audit. It was also suggested that the State of Minnesota's Department of Administration could conduct such an audit at little or no cost.

**Motion by:** A. Plechash to request that the Board direct Personnel Committee Chair S. Peterson to explore with both SWA and the Minnesota Department of Administration the feasibility and costs to perform/ create a staff treatment external audit/report, and to report said information back to the Board at its December 2007 meeting, with the understanding that this will cause the audit/report to be delivered to the Board in January 2008 rather than December 2007.

**Seconded by:** P. Adolphson.

**Verbal vote:** passed unanimously.

**6. For Information: Finance Report.**

Board Finance Committee Chair A. Plechash asked PCAE Finance Director Deb Ambright to present the finance report.

Highlights of information added at the Board meeting:

1. Report reflects budget increase of \$60,144, due to dedicated and Federal funds (1) not expended in FY2007, and (2) available for spending in FY2008. These funds were not accessible to Center as of previous financial report (submitted in October 2007).
2. Upcoming "vacation payouts" of approximately \$77K have been encumbered and are reflected on the report in the amounts listed under *General Fund Appropriations* and *Arts High School*. In early spring 2008, this data will be revisited during a Board meeting financial report. Changes in the numbers at that time will be based on information gathered from faculty regarding their plans for their vacation balances.

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

Highlights of information added at the Board meeting:

1. The fourth bullet point under *Administration > Building/Grounds/Operations > Final Capital Bonding* submission indicates the installation of new windows for \$385,000. This item and amount also includes installation of new doors.
2. The Senate Capital Bonding Committee will visit PCAE on Nov. 27 to tour the premises with respect to the items requested in the bonding submission.
3. A preliminary estimate of the net funds raised during The Big Event is \$20K-\$30K.
4. For the fourth bullet point under *Administration > Outreach*, the meeting at PCAE of the panel reviewing academic arts standards will be at 6:30 pm on Tuesday, November 14.

5. AHS Director A. Woog's report to the Board was included in this agenda item. At the bottom of page two of Woog's report, it was indicated that the October 13 AHS informational session took place in Duluth.
6. Regarding limited seating available for students—especially at music performances—A. Woog mentioned she is working on adding seats or other creative ways to allow more students into a performance.
7. AHS is currently going through a staff development process in which staff is invited to “journey into [hopes, dreams, and wishes] for school improvement.” Director Woog hopes to submit to Board in spring 2008 a resulting plan for school improvement.

Woog has connected with SWA to make sure this AHS staff development proceeds in sync with the Board-led Strategic Planning project that is also happening through the current academic year. The school improvement plan should be a fitting addition to the Perpich strategic plan, which is slated for release in June 2008.

8. **For Information:** Public Comment (item #9 on agenda, but taken out-of-order since it was planned for approximately 4:00 pm).

Two AHS students, Adrienne Lanz and Emily McComb came to communicate the sentiment of much of the student body regarding the recent Board decision not to waive the MN state requirement to recite the Pledge of Allegiance weekly. A few Board members responded to Lanz and McComb's messages:

1. Student Adrienne Lanz indicated that the majority of the student body is concerned about the decision to have the Pledge of Allegiance recited weekly at AHS, adding that it makes AHS seem “more and more like a regular high school,” and that students would “rather practice art than pledge our allegiance to the flag.” Students who want to recite the Pledge could meet and do so during Student Resource time.
2. A. Plechash indicated that AHS is a State school. The Board decision not to waive recitation of the Pledge is not forcing recitation on anyone—it's giving everyone an opportunity to say it.
3. B. Amadio reminded those present that the decision to recite the Pledge upholds and protects the right of students who do want to recite the Pledge.
4. Student Emily McComb added to A. Lanz's points, “We as artists like to use our voices individually, and we like making art that way.”
5. B. Brandt said, “I actually voted the other way—to waive the requirement. It's important for you to realize that the Board had an open, honest discussion about the issue and then voted. We live in a democracy and this is a democratically run Board. I hope you'll express your patriotism through your art. The important thing is that a debate did occur.”

6. V. Katz concluded discussion saying the decision will stand for the 2007/2008 school year. The Board can vote again in August 2008 for the 2008/2009 year. Katz also made a commitment to encourage the Board to find ways to get input from faculty and the student body on issues such as this. But the students need to understand that the decision might not be any different for next year.

The general sentiment of the Board was to applaud the courage of the students who came to this meeting and spoke on behalf of others in the student body.

**9. For Information:** Update on Strategic Planning.

Jane Nakken of Stephen Ward Associates (SWA) gave an update on the project and distributed a flowchart depicting the progress of the project. She and Stephen Ward have interviewed (one or two SWA reps with a staff member) or met with faculty and staff focus groups a total of 30+ PCAE employees.

More highlights mentioned/discussed at meeting:

1. SWA conducted interviews with members of the Admin Leadership and Programmatic Leadership Teams.
2. Ardie Gallant, Chair of the Mission & Vision Statements Committee updated those present that this committee made good progress and foundation work at their first meeting; they plan to meet more.
3. The process of crafting new mission and vision statements for the Center would be facilitated to have roots from "the bottom of the org chart upward."
4. The process for the Mission & Vision Statements Committee should include input from faculty and staff.
5. S. Ward will distill notes and data collected in meetings and interviews into a summary format that will lead into the next steps of the planning process.

10. **For Action:** Approve updates to PCAE bylaws, necessitated by modification of some, and introduction of new Board policies, which were approved from the end of calendar 2006 through the March 8, 2007 Board meeting.

**Note:** The updated bylaws and policies that were approved on November 8, 2007, will be in board member folders for each Board member to pick up on December 13.

**Motion by:** Board Development Committee to approve the updated, recommended bylaws document submitted with the mailed November Board booklet, along with amendments submitted to the Board during the November meeting. The amendments proposed during the meeting were:

1. In Article I, Section 1.1, DEFINITIONS, drop completely the fifth point, (e) "*Directors*" means the six department chairs for the Center referred to in the Act.

2. In Article III, Section 3.3, STANDING COMMITTEES, modify item #4 under (c) *Budget and Finance Committee*:

**Change:** *Review and recommend for approval all grants to the Board.*

**To:** *Review and recommend for action by the Board all grant proposals initiated by the Center.*

3. In Article VI, Section 6.2, drop completely subsection (a), which includes an initial paragraph, followed by three (1, 2, 3) sub-points. (In the next agenda item (#11), Board Development Committee will recommend that the entire text of subsection (a) be placed in the Board policies document as Miscellaneous Policies #1: State of Residence.)

**Seconded by:** D. Suomala.

**Verbal vote:** passed unanimously.

11. **For Action:** Approve compilation and edits to modified and new Board policies approved through the March 8, 2007 Board meeting. Edits incorporate formatting and wording changes for consistency of presentation and enhanced clarity; edits do not change meaning or content of policies approved through March 8, 2007.

**Motion by:** Board Development Committee to approve the compiled and edited version of the Board policies document submitted with the mailed November Board booklet, along with amendments submitted to the Board during the November meeting. The amendments proposed during the meeting were:

1. In Executive Limitations Policy #5, Financial Condition, drop the word "materially" from sub-item #8: *Allow actual expenditures to deviate ~~materially~~ from Board priorities as stated in PCAE's Strategic Plan and Annual Goals, except as otherwise required by State of Minnesota negotiated contracts.*
2. In Board-Executive Director Relationship Policy #1, Delegation to the Executive Director, modify item #4:

**Change:** *Should the Executive Director deem it necessary to deviate from Board policy, s/he shall inform an officer of the Board. The act of "informing" is meant to ensure that a violation is not intentionally withheld from the Board; it is not meant to be a request for approval. An officer's response to the information, whether approving or disapproving, does not exempt the Executive Director from subsequent Board judgment of the action, nor does it impede any executive decision.*

**To:** *Should the Executive Director deem it necessary to deviate from Board policy, s/he shall inform an officer of the Board. The act of "informing" is meant to ensure that a violation is not intentionally withheld from the Board; it is not meant to:*

- a. Be a request for approval,
  - b. Exempt the Executive Director from subsequent Board judgment of the action, nor
  - c. Impede any executive decision.
3. In the chart *Monitoring and Evaluation Tools* of Board-Executive Director Relationship Policy #3, Monitoring Executive Director Performance:

**Change:** Dec. every other year in row #2:

POLICY	METHOD	FRE- QUENCY	BY WHEN	BY WHOM
<b>Staff Treatment</b> (Executive Limitations Policy #2)	External Audit/Report	Biennial	Dec. every other year	HR Consultant

**To:** Dec. every odd year.

POLICY	METHOD	FRE- QUENCY	BY WHEN	BY WHOM
<b>Staff Treatment</b> (Executive Limitations Policy #2)	External Audit/Report	Biennial	Dec. every odd year	HR Consultant

4. At the end of the policies document (after Board-Executive Director Relationship Policy #3, Monitoring Executive Director Performance), add a new section *Miscellaneous Policies*, beginning with #1, State of Residence. (The text of this new policy is taken verbatim from a sub-section that was in Article VI of the bylaws. Board approval to remove that sub-section from the bylaws was granted in the previous agenda item—see agenda item #10, sub-item #3 above:)

*Miscellaneous Policies #1:*

*State of Residence*

- (a) *The Board acknowledges that its members serve at the pleasure of the Governor of the State and that it cannot require the resignation of its members. Nevertheless, if a Board member ceases to be a resident of the State, the Chair, at the direction of the Board, will take the following actions:*
- (1) *The Chair, or the Chair's designee will notify the Governor's appointment*

*staff of the address change.*

- (2) *If the Board member's remaining term is 6 months or less, no additional action will be taken.*
- (3) *If the Board member's remaining term exceeds 6 months, the Chair, at the direction of the Board will provide the Board member with a written request to consider resigning from the Board.*

**Seconded by:** P. Adolphson.

**Verbal vote:** passed unanimously.

**12. Adjournment at 5:17 pm:**

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

**Seconded by:** M. Wilimek.

**Verbal vote:** passed unanimously.

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

**CC:** **Stephen Ward Associates:**

Stephen Ward

Jane Nakken

**Administrative Leadership &**

**Programmatic Leadership Teams:**

Nathan Davis, Executive Director

Deb Ambright, Finance Director

John Engel, Technology Director

Larry Etkin, Communications Director

Mike Hiatt, Director of PDR

Pam Paulson, Senior Director of Policy

Alice Woog, AHS Director

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

**Date:** November 1, 2007

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

Enclosed please find the agenda and booklet for the November 8, 2007  
PCAE Board Meeting in the "Large Glass Box" of the GAIA (PDR) Bldg.

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**Perpich Center for Arts Education  
AGENDA  
for PCAE Board Meeting  
3:00 PM on Thursday, November 8, 2007  
Large Glass Box in GAIA (PDR) Building**

(Full Board meeting will be preceded by meeting of Board Development Committee, beginning at 2:00 pm: R. Brandt, R. Jones, M. Wilimek, H. Wilson, K. Yuen-Terry)

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 October 11, 2007 Board meeting.  
Pages 1-6 in Board booklet.
5. **For Information:** Board administrative update.  
Presenter: Virginia Katz, Chair, PCAE Board of Directors.
6. **For Information:** Finance Report.  
Presenter: Alex Plechash, Chair, Board Finance Committee and/or  
Deb Ambright, PCAE Finance Director.  
Pages 7-9 in Board booklet.
7. **For Information:** Executive Director's Report.  
Presenter: Nathan Davis, PCAE Executive Director.  
**Handout(s) will be distributed at Board meeting.**
8. **For Information:** Update on Strategic Planning.  
Presenter: Jane Nakken of Stephen Ward Associates.  
**Handout(s), if any, will be distributed at Board meeting.**
9. **For Information:** Public Comment at approximately 4:00.  
Anyone who wishes to address the Board may do so at this time. Please limit remarks to five minutes.

Agenda continued on next page ➡

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10. **For Action:** Approve updates to PCAE bylaws, necessitated by modification of some, and introduction of new Board policies, which were approved from the end of calendar 2006 through the March 8, 2007 Board meeting.

Presenter: Bob Brandt, Chair, Board Development Committee.

Previous version and **draft** of proposed bylaws on pages 11-35 of Board booklet.

**Finalized, proposed bylaws will be distributed at Board meeting.**

11. **For Action:** Approve compilation and edits to modified and new Board policies approved through the March 8, 2007 Board meeting. Edits incorporate formatting and wording changes for consistency of presentation and enhanced clarity; edits do not change meaning or content of policies approved through March 8, 2007.

Presenter: Bob Brandt, Chair, Board Development Committee.

Previous version and **draft** of proposed policies document on pages 37-79 of Board booklet.

**Finalized, proposed policies document will be distributed at Board meeting.**

12. Adjournment.

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

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

**3:00 PM in the "Large Glass Box" of GAIA**

Prior to Board meeting, beginning at 12:30 pm, Board Chair Virginia Katz, Vice-chair Howard Wilson, Exec Director Nathan Davis, and Exec Assistant Steve Greenberg met with newest Board members Bari Amadio, Denis Biagini, Maggie DiBlasio, Ardie Gallant, and Dorothy Suomala, to provide an orientation session to the Board.

**1.Meeting Call to Order**

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

**2.Roll Call and Introductions**

V. Katz introduced new Board members recently appointed by Governor Tim Pawlenty: B. Amadio, D. Biagini, M. DiBlasio, and D. Suomala. Katz also directed those present to the bios of all Board members in the October Board packet, and handed out a more complete bio of M. Wilimek that wasn't available when Katz compiled the bios for the Board packet.

**Members Present:** Peter Adolphson, Bari Amadio, Denis Biagini, Robert "Bob" Brandt, Margaret "Maggie" DiBlasio, Ardythe "Ardie" Gallant, Penny Johnson, Virginia Katz, Sonja Peterson, Alex Plechash, Dorothy Suomala, MaryAnne Wilimek, Howard Wilson, KaiMay Yuen-Terry.

**Excused:** Roberta Jones.

**Guests Present:** Staff: Diane Aldis (PDR), Debbie Ambright (Finance Dir), Nyssa Brown (PDR), Barbara Cox (PDR), Nathan Davis (Exec Dir), Larry Etkin (Communications Dir), Holly Folkers (Admin Ass't), Steve Greenberg (Exec Ass't taking minutes), Mike Hiatt (PDR Dir), Pam Paulson (Sr Dir of Policy), Alice Woog (AHS Director).

**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 the insertion of new item #8: **For Information:** Update on Pledge of Allegiance.

**Seconded by:** P. Johnson.

**Verbal vote:** passed unanimously.

**4. For Action:** Call for approval of minutes from September 13, 2007 Board meeting.

**Motion by:** R. Brandt to approve 09/13/07 minutes as submitted (no changes).

**Seconded by:** P. Johnson.

**Verbal vote:** passed unanimously.

It was noted and appreciated that H. Folkers did a great job taking minutes at September meeting.

V. Katz discussed general topic of posting minutes for public and internal review.

- a. It recently (early October) came to attention of N. Davis and Katz that S. Greenberg had neglected to post approved Board minutes from June, Aug., and Sept. 2007 meetings. This oversight was corrected immediately, and led to a discussion among Katz, Davis, and Greenberg of when and for whose access should minutes be posted.
- b. For as far back as anyone present could recall, Board minutes have been posted on internal PCAE website after Board has approved them.

**Guideline #1:** Within two weeks following monthly meeting, draft (unapproved version) of minutes marked *Unofficial Draft for Internal Review Only* will be posted on internal website.

**Guideline #2:** Within three days of Board approval, minutes will be posted on external website.

- c. During discussion of Pledge of Allegiance (item #8 below), AHS Director A. Woog requested (and got concurrence) for two new guidelines involving dissemination of the Board's upcoming agendas (guidelines #2 and #3 below):

**Guideline #1:** The agenda must be available on public website at least five days before actual meeting. (This existing guideline is already being followed.)

**Guideline #2:** Hardcopy of upcoming agenda should be posted prominently in school building for student, faculty, and staff review.

**Guideline #3:** Send electronic version of upcoming agenda to entire student body via email.

**5. For Information:** Board administrative update.

During *Roll Call and Introductions* (#2 above), V. Katz distributed handout listing a string of email messages between V. Katz, S. Greenberg, and Annie Paruccini (Gov. Pawlenty's Dir of Board & Commission Appointments). The messages were Katz and Greenberg's efforts to understand how someone could be appointed to Perpich Board for a 4-year term that, for instance, started in September 2007 and ended in January 2011 (3 years + 4 months).

**Resolution:** People may be appointed to fill a 4-year term that has been vacant for a period, or "vacated" prematurely by a predecessor. In other words, 4-year terms begin in January, regardless of when an individual is appointed to fill the term.

**6. For Information:** Finance Report.

A. Plechash and D. Ambright presented one-page report. Both explained that Board Finance Committee's recent meeting resulted in two formats: (1) one-page report for majority of monthly Board meetings, with (2) more in-depth multi-page report to-be-submitted for September, January, and May monthly Board meetings. This plan was received with much approval.

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

Exec Director N. Davis distributed report. Notes below list points added at meeting:

- a. New hire for HR Director at PCAE, Valerie Osborn, to begin 10/31.
- b. RE: newly-formed relationship with SMART (Small Agency Resource Team) will serve Perpich as a good resource provided by State to agencies of a size such as PCAE. However, PCAE still needs a full-time HR Director. Osborn will have opportunity to call on them when needed.
- c. The expansion of Dr. Alice Woog's interim tenure to a three-year appointment as AHS Director will enable her to cover more groundwork and make more headway in areas of school programming, budgeting, and establishing an operating school improvement plan.
- d. Davis made reference to recent memo sent to all Board members on Oct. 3: *A New Leadership Structure To Be Initiated*. He noted that P. Paulson, who has just begun her new role as Sr. Director of Policy, has led administration in recognizing need to position Perpich on a national level and in the political realm.
- e. RE: overall work on buildings, grounds, and operations—Davis stressed that Perpich maintenance staff is working hard and diligently, and is stretched across multiple projects.
- f. RE: decision not to install A/C units in dorm rooms—per Davis, "We don't feel the necessity to request State funds for room A/C units." Current cooling of hallways and other public areas already provides comfort to dorm rooms.
- g. RE: Perpich Foundation and upcoming Big Event—(1) not just about fund-raising; it's about positioning and marketing the Center, (2) Davis has contacted a number of leading Twin Cities arts organizations to gain sponsorships from each organization to sit at an *Arts Leadership Table*, (3) PCAE Foundation has 501(c)3 (nonprofit) status from the IRS, (4) Board member B. Amadio offered her assistance with corporate sponsorships for Big Event next year.
- h. RE: PDR and Arts Standards Review Process—(1) P. Paulson has worked extensively in this area, (2) Completed standards document for K-12 will ultimately be submitted to State Commissioner of Education (currently A. Seagren). Deadline to submit is March 2008. Once MN Dept of Educ accepts document, it will go to a committee that will translate it into rules and guidelines. (3) Per M. Hiatt, teachers request, "Don't make us start over." Gather and build upon progress already made in Minnesota and U.S., (4) Per Davis, PCAE is clearly involved in educational policy, but isn't necessarily known for it. Perpich is critically involved in these policies.
- i. RE: *Minnesota Academic Standards, Arts K-12, May 19, 2003* handed out as part of this report—this document represents fulcrum of PCAE's outreach in educational leadership throughout Minnesota.
- j. RE: Arts High School admissions informational meetings—holding out-state info sessions is a new AHS development initiated by AHS Director A. Woog.

- k. RE: Community Outreach: Student Visual Art Exhibit at Golden Valley Library—Perpich Librarian Jeanne Iverson is commendably involved with this and other outreach opportunities.
- l. RE: Strategic Planning—Board members P. Johnson (Willmar), B. Amadio (Rochester), M. Wilimek (Bemidji), and V. Katz (Duluth) will work with consultant Mary Katherine Johnson to coordinate and set up four out-state info-gathering meetings in their respective hometowns or congressional districts (Johnson is from Willmar but the meeting will be held in Winona). For the two Twin Cities Metro meetings, B. Brandt will assist with St. Paul and A. Plechash and/or P. Adolphson will assist with the western Metro area.
- m. Per B. Brandt, an *informant* is a person who can influence an organization's involvement with entities such as schools, galleries, performance venues, educational and arts organizations, and legislature.
- n. Davis will get from Stephen Ward Associates (SWA) and distribute to Board a brief understanding of how *key informants* are important to the interview and info-gathering process.
- o. Board Development Committee (BDC) directed SWA to hold meetings and interviews with Perpich staff/faculty to gather pertinent strategic planning data in-house. SWA's contract is being amended to include these sessions.
- p. Concern was expressed re: Board is in process of creating a strategic plan for whole Center, and it appears AHS is working on their own strategic plan concurrently. Woog explained that term *strategic plan* is being used to name a process embarked upon in AHS for faculty and AHS staff to share experiences, insights, and dreams with one another in such areas as solid curriculum review, needed/desired site improvements, supervision, evaluation of staff, and professional development. The process has been discussed with SWA and is in concert with their work.

**8. For Information +/-or Action:** Update on Pledge of Allegiance.

At September 2007 meeting, the Board voted 6 to 4 not to waive the requirement for the Pledge of Allegiance to be recited at AHS. A number of faculty members have voiced concern since the September meeting that, in the past, they were asked to share their opinions with the school principal (AHS Director) so that s/he could verbally represent the faculty to the Board before they made a decision. Faculty members requested that the Board bring the topic up for re-consideration at October meeting so that faculty opinions could be considered in the process.

V. Katz distributed a hardcopy of an email message she sent on October 5 to N. Davis addressing the topic. The distributed document also included an introductory note from Katz:

BOARD MEMBERS – This is the response that I sent to Nathan to share with Alice Woog regarding faculty concerns about our pledge decision.

(According to Robert's Rules of Order, a motion to reconsider can only be made by an individual who voted in the majority, in this case someone who voted not to waive the requirement.)

Virginia

**To:** Nathan Davis  
**Sent:** Friday, October 05, 2007 6:46 PM  
**Subject:** Re: Pledge

The chair of the PCAE Board of Directors, Virginia Katz, will not recommend to the Board that they reconsider their decision regarding the state law requiring the Pledge of Allegiance for the 2007-2008 academic year. The Board has been asked to vote on the Pledge each year for the past several years and the chair is not aware of any presentation prior to those votes that referenced faculty input. The chair of the Board is, however, willing to recommend to the Board that they spend some time during the 2007-2008 academic year looking at the process of how faculty input can be included for information for board consideration, as it prepares to vote on this issue again in August 2008.

At Thursday's meeting, when I ask for additions to the agenda, I will ask that this be added to the agenda.

Virginia

#### Notes on Subsequent Discussion

- a. **V. Katz** handed out the document (listed above) and introduced the subject, verbally emphasizing and further clarifying the paragraph that refers to Robert's Rules of Order [see paragraph above that begins "(According to Robert's Rules of Order....)"].

The parliamentary procedure rules followed by the Minnesota House of Representatives and which govern all bodies of the State of Minnesota are in a document called *Permanent Rules of the House* and incorporate some of the text and tenets of *Robert's Rules*. Article 3.14 of *Permanent Rules*, Motion to Reconsider, states "After a question is decided either in the affirmative or negative, a member who voted with the prevailing side may move to reconsider it."

Katz indicated that, as Chair, having not voted at all on the motion in September, she therefore does not have jurisdiction to ask the Board to reconsider its decision on the Pledge—only the six members who voted in the majority at the September meeting could do so. Among these six members (all were present at this October meeting), none chose to reintroduce the issue for Board decision.

- b. **A. Woog** researched protocol for reciting the Pledge. She reported a school must honor the rights of those who choose to participate as well as those who choose not to do so.

She did not find in files left by her predecessor any indication that, in the past, faculty was asked for input on this topic.

Some students are considering a petition against the Board decision. Woog suggested to them that they might have more impact if they send representatives of the whole group, especially reps from student government, to address Board during the Open Forum item on the monthly agenda.

Woog will work with Student Government to implement Board's decision. Pledge will be heard over PA system on Mondays through academic year. The practice will begin on Veteran's Day.

- c. **B. Brandt** said the discussion and decision on Pledge has always been a Board issue, not open to formal input of faculty. He encouraged the idea of student speakers addressing Board during Open Forum as an exercise of, and lesson in citizenship.
- d. **B. Amadio** noted Board's decision is timely because current Secretary of State Mark Ritchie is promoting civic knowledge in Minn. schools and communities.
- e. **H. Wilson** emphasized that if input from Perpich's and Perpich Board's stakeholders is considered important, especially with an issue that is emotionally charged and rooted in beliefs learned from childhood and handed down for generations, Board members must realize their decisions do affect the position of others.

Regarding the Pledge, it represents a catalyst moment for Board to review and consider how it makes decisions and how it solicits input from the people it leads. Wilson added that it is important to be clear about meaning of *input*. "You may have your say, but that doesn't mean you'll get your way."

- f. **K. Yuen-Terry**, agreeing with Wilson, expressed feeling humbled by the power vested in Board members when they are appointed to serve. In this position, "we must be bigger than ourselves" and have empathy and compassion.
- g. **A. Gallant** pointed out that the issues over the Pledge present a teaching moment by giving Board members the "opportunity to walk the walk" and teach by example what they believe.
- h. **A. Plechash** added that, to his recollection, past AHS Director Rie Gilsdorf did speak of a "recommendation" after talking to faculty. He said in a few years, this decision will not be new among student body. He also echoed Wilson's reminder that, "People don't have to have their way, but need to have their say."

#### 9. For Information: Public Comment.

N. Brown, PDR's Educ. Specialist for Music, mentioned she's felt honored in previous work assignments when Board members visited her classes. Dr. Woog invited Board members to contact her or teachers directly to arrange visits to classrooms.

#### 10. Meeting adjourned at 4:37 pm.

A number of Board members and spouses adjourned to school cafeteria for a Perpich-hosted picnic style supper—a time to welcome the new members, and to get to know one another in a non-meeting setting.

**PERPICH CENTER FOR ARTS EDUCATION**  
**Perpich Board Meeting November 08, 2007**  
**Financial as of October 31 2007**

General Overview

Attached is a financial summary analysis for the agency as of October 31 2007.

The detail provides the dollars expended in the specific reports reflective in state fiscal years of 2006 and 2007. Then the fiscal year 2008 current budget, dollars obligated and expended year to date as of October 31, 2007. The last column provides the percent (%) of dollars expended year to date of the budget. The upper right corner provides the percent of the current fiscal year completed is 30.68%.

Overall the report reflects an increase in the agency's budget of \$60,144. This is derived from dedicated and federal funds not expended in FY2007 and available for spending in FY2008 which were not accessible as of the last financial report.

The format of this information is provided for your review in two ways:

1) Agency All Funds-Combined- provides information by agency financial type of funding distribution.

-General Fund Appropriation: funds appropriated by legislation for agency operations

-Dedicated Fund Appropriation: funds received from income revenues, interagency or private grants: Increase from last month of available allotments of \$10,000

-Federal Fund Appropriation: funds received from federal grants: Increase from last month of \$50,144.00 in available allotments.

-Misc Fund Appropriation: special agency fund for teacher specific contribution retirement fund

-Gift Fund Appropriations: special agency fund given as a gift to the agency which may or may not be restricted in the use of its spending

2) Agency by Operation-All Funds-provides information by agency operational specification of use of distribution.

-Administration/Operations: Increase in budget of \$11,434.

-Arts High School: Increase in budget of \$10,000

-Residential Services: Decrease in budget of \$11,434

-Learning Resource Center

-Professional Development Research: Increase in budget of \$50,144

Deb

**Perpich Center for Arts Education  
Managers Financial Report**

Percent of Year Completed

**30.68%**

Active Allotment Account Balances As Of: 10/16/2007 (Including Salary Expenditures for Pay Periods Ending On or Before: 10/31/2007)

Program: 01 - 01 BACT: 01 - 01 MACT: 100 - 500 Fund: 100 - 690

Obligated Amounts for Object Classes 1A0 and 1B0 are Current Modified Payroll Obligation Amounts from SEMA4

AGENCY ALL FUNDS-Combined							
		Expended FY06	Expended FY07	Current FY08 Budget	Current FY08 Obligations	Current FY08 Expended YTD	% of Budget Expended YTD
General Fund Appropriations	Total 100 Fund	\$6,210,629.79	\$7,045,308.01	\$6,929,000.00	\$4,769,894.00	\$1,703,292.00	25%
Dedicated Fund Appropriations	Total 200 Fund	\$884,898.88	\$1,143,362.23	\$1,246,105.00	\$494,948.00	\$192,590.00	15%
Federal Fund Appropriations	Total 300 Fund	\$108,205.42	\$335,100.58	\$545,609.00	\$294,212.00	\$56,999.00	10%
MISC Fund Appropriations	Total 610 Fund	\$18,666.00	\$17,669.00	\$30,000.00	\$0.00	\$4,370.00	15%
Gift Fund Appropriations	Total 690 Fund	\$47,942.58	\$5,525.16	\$42,090.00	\$0.00	\$0.00	0%
Grand Totals	All Funds	\$7,270,342.67	\$8,546,964.98	\$8,792,804.00	\$5,559,054.00	\$1,957,251.00	22%

Notes:

Dedicated funds allocated in FY08 due to additional funds not used in FY07 and subsequently available for use

Federal Funds have been adjusted since the October 07 report to reflect available carryforward \$ from 07 to 08 that had not been transacted at that time.

AGENCY BY OPERATION-ALL FUNDS							
		Expended FY06	Expended FY07	Current FY08 Budget	Current FY08 Obligations	Current FY08 Expended YTD	% of Budget Expended YTD
ADMINISTRATION	MGMT 100	\$2,088,758.33	\$2,585,037.59	\$2,457,470.00	\$1,551,878.00	\$673,028.00	27%
ARTS HIGH SCHOOL	MGMT 200	\$2,750,398.60	\$2,865,281.83	\$3,301,011.00	\$2,218,717.00	\$687,148.00	21%
RESIDENTIAL	MGMT 300	\$757,279.55	\$768,740.96	\$769,478.00	\$546,537.00	\$199,677.00	26%
LEARNING RESOURCE CENTER	MGMT 400	\$114,697.08	\$140,182.10	\$148,208.00	\$94,399.00	\$37,694.00	25%
PROFESSIONAL DEVELOPMENT RESEARCH	MGMT 500	\$1,559,209.11	\$2,187,722.50	\$2,116,637.00	\$1,147,523.00	\$359,704.00	17%
Grand Totals	ALL MGMTS	\$7,270,342.67	\$8,546,964.98	\$8,792,804.00	\$5,559,054.00	\$1,957,251.00	22%

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## REQUEST FOR ACTION BY PCAE BOARD OF DIRECTORS

Date: October 31, 2007

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

From: Board Development Committee (BDC)

Presented By: Bob Brandt

By: Committee Chair

Background Information: ☒ Sent in Board packet, **and**  
☒ To be handed out at Board meeting

General  
Subject Area:

### **Proposed Changes to PCAE Bylaws**

Specific  
Action(s)  
Requested of  
the Board:

At the end of calendar 2006, and through March 8, 2007, the Board approved some modifications of existing Board policies, and creating a number of new policies. The resulting compilation of Board policies rendered some of the PCAE bylaws outdated or irrelevant.

On the following pages, please find for your **preliminary** review (1) the current bylaws, and (2) a **draft** version of the proposed bylaws.

At the meeting on November 8, BDC will distribute their final BDC-approved/recommended version of the proposed bylaws for the following motion: *BDC moves that PCAE Board of Directors approve the updated version of bylaws distributed at the November 8, 2007 Board meeting.*

**PERPICH CENTER FOR ARTS EDUCATION  
BYLAWS**

**ARTICLE I  
GENERAL**

Section 1.1 DEFINITIONS. As used in these Bylaws, the following terms have the meanings given:

- (a) "*Act*" means Minnesota Statutes, Chapter 129C, as the same may be amended from time to time.
- (b) "*Administrative Assistant*" means the administrative assistant to the Executive Director who is the executive secretary referred to in the Act.
- (c) "*Board*" means the governing body of the Perpich Center for Arts Education.
- (d) "*Center*" means the Perpich Center for Arts Education, a State agency established under and pursuant to the Act.
- (e) "*Directors*" means the six department chairs for the Center referred to in the Act.
- (f) "*Executive Director*" means the director of the Center described in Section 129C.10, Subdivision 4(a)(1) of the Act.
- (g) "*MAPS*" means the Minnesota Accounting and Procurement System established and administered by the State Department of Finance.
- (h) "*Open Meeting Law*" means Minnesota Statutes, Chapter 13D.
- (i) "*State*" means the State of Minnesota.

Section 1.2 RULES OF ORDER.

- (a) These Bylaws constitute the rules of order of the Board and all committees of the Board or the Center. It is the intent of the Board that meetings be conducted in an informal, yet businesslike manner. Unless otherwise provided in these Bylaws, meetings of the Board and committees of the Board or the Center will be generally conducted in accordance with the provisions of Robert's Rules of Order Newly Revised relating to motions, resolutions, amendments, voting, quorum requirements, majority rule and limitations on discussion or debate.



- (b) Upon approval by two-thirds of the members of the Board voting at a regular or special meeting, strict conformance with Robert's Rules of Order Newly Revised may be required by the Board for the period specified in such action.
- (c) The Board may also establish additional rules of order setting forth the powers, duties, and method of electing their officers and committees; provisions relating to a quorum, attendance, the setting of agenda, and the distribution of minutes; and other matters relating to the conduct of business.

Section 1.3 APPLICABLE STATUTES. In addition to the Act, the Board is subject to the requirements of the following State statutes:

- (a) Minnesota Statutes, Section 10A.01, Subdivision 18 regarding appointments of public officials;
- (b) Minnesota Statutes, Section 10A.09 regarding statements of economic interest for appointed public officials;
- (c) Minnesota Statutes, Chapter 13 regarding government data practices; the Open Meeting Law, Minnesota Statutes, Chapter 13D;
- (e) Minnesota Statutes, Chapter 14, governing rules established by the Board for admission students;
- (f) Minnesota Statutes, Section 15.0575 relating to membership terms, compensation, and removal of members of the Board and the filling of Board vacancies;
- (g) Minnesota Statutes, Sections 15.014 and 15.059, subdivision 6, relating to task forces;
- (h) Minnesota Statutes, Section 43A.18, subdivision 2, relating to reimbursement of Board members' expenses;
- (i) the Pupil Fair Dismissal Act, Minnesota Statutes, Sections 121A.40 through 121A.56, governing rules established by the Board covering discharge from the full-time program for talented pupils;
- (j) Minnesota Statutes, Chapter 173A, the Public Employment Labor Relations Act;



## **ARTICLE II THE BOARD**

### **Section 2.1 BOARD MEMBERSHIP.**

- (a) As provided in the Act, the management of the Center is vested in a board of fifteen members who constitute the Board.
- (b) The members of the Board are appointed by the Governor, subject to the advice and consent of the Senate.
- (c) At least one Board member must be a resident of each congressional district.
- (d) The membership terms, compensation, removal of members and filling of vacancies on the Board are as provided in Minnesota Statutes, Section 15.0575.

### **Section 2.2 GENERAL DUTIES AND RESPONSIBILITIES.**

- (a) Within the limits necessary for the attainment of common objectives, it is the responsibility of the Board to encourage, support and facilitate the development of the Center.
- (b) The duties and responsibilities of the Board are set forth in the Act and include the management, supervision, and control of the Center and of all related property.
- (c) Pursuant to the Act the Board may take any action it deems necessary or desirable to fulfill the duties and responsibilities imposed on it by law.
- (d) Subject only to the limitations contained in applicable provisions of federal and State constitutions and statutes, the Board has plenary power. The Executive Director and all committees, employees and students have only such power as granted to them by the Board or guaranteed them by federal or State law.
- (e) Individuals or groups assigned duties by the Board must fulfill such duties in accordance with instructions given them by the Board or its designees.
- (f) Any statutory power delegated by the Board may be assumed, reassigned, or redelegated by the Board.



- (g) The Board must approve all budget, capital facility, and statutory proposals to be sent to the State Legislature.

Section 2.3 COMPENSATION.

- (a) Other than the compensation allowed by Minnesota Statutes, Section 15.0575, subdivision 3, of \$55.00 per day plus expenses in the same manner and amount as authorized under Minnesota Statutes, Section 43A.18, subdivision 2. Board members who, as a result of time spent attending Board meetings, incur child care expenses that would not otherwise have been incurred, may be reimbursed for those expenses upon Board authorization.
- (b) The Board must adopt internal standards prescribing what constitutes a day spent on board activities for purposes of making daily payments under Section 2.3 of these Bylaws.

**ARTICLE III**  
**OFFICERS, COMMITTEES AND RULES OF ORDER**

Section 3.1 OFFICERS.

- (a) Chair -- The Chair of the Board is elected at the annual meeting for a term of one year, to begin his or her term of office at the close of the meeting. The Chair may serve no more than two consecutive one-year terms. He or she convenes and presides at all meetings of the full Board.
- (b) Vice-Chair -- The Vice-Chair is elected at the annual meeting for a term of one year, to begin his or her term of office at the close of the meeting. The Vice-Chair may serve no more than two consecutive one-year terms. He or she convenes and presides at all meetings of the full Board in the absence of the Chair.
- (c) In any challenged election, voting may take place by secret ballot.

Section 3.2 COMMITTEES; GENERAL.

- (a) *Establishment.*
  - (1) The Board may establish such permanent (standing) and temporary (ad hoc) committees as it finds necessary or useful to the successful discharge of its duties.



(2) The Executive Committee may recommend the establishment of standing and ad hoc committees and the membership thereof, which, other than the Appeals Committee, must be approved by the Board, subject to the requirements of these Bylaws.

(3) No committee may exercise the official functions of the entire Board.

(b) *Number and Appointment of Committee Members.*

(1) Other than as may be provided elsewhere in these Bylaws, each committee consists of not less than four and up to six members; provided that no committee, other than the Executive Committee, may consist of a quorum of the Board. (Amended 12/02/03)

(2) When an ad hoc committee is established, the Board may designate the manner of its appointment. If the Board does not designate otherwise, committees are appointed by the Chair.

(3) Appointments to standing committees, other than the Nominating Committee, should usually be made at the annual meeting, but may be made as needed to fill vacancies and/or to ensure committee functioning. (Amended 12/02/03)

(c) *Operation; Meetings; Minutes.*

(1) Committee members (other than the Executive Committee) must select a chair at the initial meeting of the committee in each year.

(2) Each committee must keep minutes of its meetings. All committee minutes must be made available to the Board and otherwise in accordance with the requirements of the Open Meeting Law.

(3) Meetings of all committees are open to all members of the Board and the general public except as otherwise expressly provided by the Open Meeting Law.

(4) A chair of a committee has the authority to call special meetings in accordance with the Open Meeting Law.



- (d) *Standing Committees.* Standing committees must meet at least 4 times a year, unless otherwise provided by the Board on its own initiative or on recommendation of the committee.

Section 3.3 STANDING COMMITTEES. The following standing committees are hereby established:

- (a) *Appeals Committee.* The Appeals Committee consists of three Board members and hears and makes findings on appeals of administrative decisions which are not contested cases under Minnesota Statutes, Chapter 14, regarding administrative procedure.
  - (1) When it is necessary to convene the Appeals Committee, the Executive Director must select Board members for service in rotating, alphabetical order.
  - (2) The Executive Director, in his or her discretion may also appoint staff members to serve as resources to the Appeals Committee.
  - (3) Meetings of the Appeals Committee will be called by the Executive Director in accordance with the requirements of the Open Meeting Law and the policies of the Center and the Board.
  - (4) The Appeals Committee must select one from their number to serve as the Chair.
- (b) *Board Development Committee.* The Board Development Committee has the following duties:
  - (1) recommending, planning and implementing Board retreats;
  - (2) orienting and training Board members;
  - (3) recommending amendments to these Bylaws and advising the Board on other issues of governance and operation;
  - (4) recommending methods of conflict resolution to the Board when conflicts arise between or among Board members or between or among Board members and the staff of the Center;
  - (5) preparation of Board members for attendance at Senate approval hearings.



- (c) *Executive Committee.* The Executive Committee discusses and makes recommendations regarding issues that arise between regularly scheduled Board meetings. (Amended 12/02/03)
  - (1) The Executive Committee consists of the officers of the Board, the chairs of each standing committee, other than the Appeals Committee and such other members of the Board as the Board may decide. Ad hoc committee chairs may be appointed at the discretion of the Board. The chair of the Appeals Committee is a member of the Executive Committee only when the Appeals Committee has been activated by the Executive Director.
  - (2) Terms of membership must be consistent with the terms of office of the officers and committee chairs.
  - (3) The Chair of the Executive Committee will be the Board Chair.
  - (4) The Executive Committee will meet at the call of the Chair as often as needed to carry out its responsibility.
- (d) *Finance Committee.* The Finance Committee sets budget priorities and reviews and recommends for approval all grants and the biennial budget; reviews monthly MAPS reports.
- (e) *Personnel Committee.*
  - (1) The Personnel Committee has the following duties:
    - (A) recommends hiring procedures to the Board;
    - (B) monitors the timing of and process for annual staff performance reviews as reported to the Personnel Committee by the Executive Director;
    - (C) in consultation with the Executive Committee, establishes a procedure for the periodic review of the Executive Director; conducts such review and reports the results of such review to the Board;
    - (D) recommends the level of the Executive Director's salary and any adjustments thereto to the Board.
  - (2) The Executive Director may also confer with the Personnel Committee on other critical Center staffing issues.



(f) *Programs Committee.* The Programs Committee sees that program reviews are conducted to ascertain program direction and compatibility with the Center's mission, and overall effectiveness and impact.

(1) The Programs Committee collaborates with the Executive Director to conduct periodic reviews of the major programs of the Center.

(2) In collaboration with the Executive Director, the Programs Committee will report the results of such reviews to the Board.

(g) *Nominating Committee.* The Nominating Committee sees to its own succession and prepares a slate of officers (Chair and Vice Chair) for consideration by the Board at the annual meeting.

(1) The Nominating Committee, other than the initial Nominating Committee described in paragraph (2) below, consists of three Board members with staggered three year terms so that one member of the committee is replaced each year, unless a vacancy occurs. The Nominating Committee shall select members from the Board to complete its number, upon expiration of a committee member's term.

(2) The initial Nominating Committee will be constituted on a volunteer basis. The initial Nominating Committee will propose a slate of officers for consideration by the Board in February, 2004 and the terms and members of the Nominating Committee for the ensuing year. Thereafter, the provisions of paragraph (1) of this subsection will apply. (Subsection (e) Added 12/02/03)

Section 3.4 VACANCIES. When a committee or officer position is vacant, the Chair must call a meeting of the Executive Committee as soon as possible after the vacancy has occurred. The Executive Committee will then prepare nominations to present at the next full Board meeting and, upon approval by the Board, the vacancies will be filled on a temporary basis until the next annual meeting.

Section 3.5 TASK FORCES.

(a) The Board may appoint advisory task forces pursuant to Minnesota Statutes, Section 15.014 in order to solicit and receive advice from members of the public on specific programs or topics within the jurisdiction of the Center.



- (b) An advisory task force may be composed of no more than 15 members.
- (c) The requirements for appointment, terms, removal and compensation of task force members are set forth in Minnesota Statutes, Section 15.059.
- (d) The Board must identify the scope of work and the Board's expectations for each advisory task force, including but not limited to its duties; the tasks to be performed; and the product to result from its work.
- (e) Each advisory task force must provide the Board with a written report describing its undertakings and conclusions upon the conclusion of its assigned tasks.

#### **ARTICLE IV BOARD MEETINGS**

##### **Section 4.1    AGENDA.**

- (a) The basic form of the agenda for each regular Board meeting is as follows:
  - (1) Call to Order
  - (2) Approval of Minutes
  - (3) Correspondence
  - (4) Reports
  - (5) Consent Agenda
  - (6) Old Business
  - (7) Personnel
  - (8) New Business
  - (9) Public Comments
  - (10) Adjourn



- (b) Board meeting agendas are developed by the Executive Director in cooperation with the Chair. The Administrative Assistant prepares the Board meeting agendas at the direction of the Executive Director.
- (c) The time for public comments must be identified in the agenda distributed in advance of the applicable Board meeting.

Section 4.2 QUORUM. The number of Board members constituting a quorum for the transaction of business is equal to a majority of the number of Board members then holding office.

Section 4.3 NOTICE OF MEETINGS.

- (a) The Administrative Assistant must distribute the agenda and notice of all regular and special meetings of the Board to members of the Board and other persons designated by the Board or by the Executive Director or otherwise in accordance with the Open Meeting Law no less than five working days prior to each regularly scheduled Board meeting.
- (b) Requests from Board members or the general public to add items to the agenda must be forwarded to the Executive Director for consideration.

Section 4.4 MINUTES. A copy of the minutes of each Board meeting and each Board committee meeting must be placed on file within thirty (30) days of the adjournment of said meetings in the Executive Director's office and other locations designated by the Board, regulations, statute or the Executive Director.

Section 4.5 MEETINGS.

- (a) *Regular Meetings* -- The Board meets monthly, except for the month of July, unless otherwise determined by resolution of the Board. Meeting dates and times are determined by a majority vote of the Board.
- (b) *Meetings in Greater Minnesota* -- The Board must hold at least one meeting a year outside of the seven county Twin Cities Metropolitan Area.



- (c) *Special Meetings* -- Special meetings of the Board may be called by the Chair, the Executive Director, or a majority of the Board members in order to accomplish the work of the Board. Notice of special meetings must be given as required by the Open Meeting Law. Business of the special meetings is limited to that stated in the notice for a special meeting.
- (d) *Annual Meeting* -- The Board must hold an annual meeting each year during the month of February or at such other time as may be approved by action of the Board. At the annual meeting, the Board elects officers and approves a meeting schedule, including the dates and times for meetings to be conducted during the ensuing year.

## ARTICLE V THE EXECUTIVE DIRECTOR

### Section 5.1 APPOINTMENT AND REMOVAL.

- (a) The Board must appoint an Executive Director for the Center, prescribe the Executive Director's duties and establish the Executive Director's salary within statutory limits, upon recommendation of the Personnel Committee.
- (b) The Board, through procedures established by the Personnel Committee and applicable law, may also remove the Executive Director.
- (c) The appointment of an Executive Director must occur in accordance with a procedure to be established by the Board, upon recommendation of the Personnel Committee, when a vacancy in that position occurs.
- (d) The Board may also appoint an acting Executive Director should a vacancy occur. The acting Executive Director serves until a permanent Executive Director assumes office.

### Section 5.2 DUTIES.

- (a) The Executive Director serves as an ex-officio, but non-voting member of all committees and the full Board.



- (b) The Executive Director appoints the Directors and other members of his or her executive staff. Before such appointments are made, the Executive Director may confer with the members of the Executive Committee.

## **ARTICLE VI MISCELLANEOUS**

Section 6.1 AMENDMENTS. If a Board member wishes to amend the bylaws, a motion to consider an amendment may be made and voted on by the Board at that time. At the following Board meeting, the suggested amendment will be discussed and the Board may vote to accept or reject it by an affirmative vote of a majority of the Board members then holding office. A special written notice of the proposed bylaw change must be mailed to all Board members in accordance with the requirements of Section 4.3 of these Bylaws.

Section 6.2 BOARD POLICIES. The Board will adopt policies from time to time in accordance with the exercise of its duties under the Act. The following policies are intended to apply to service on the Board.

- (a) The Board acknowledges that its members serve at the pleasure of the Governor of the State and that it cannot require the resignation of its members. Nevertheless, if a Board member ceases to be a resident of the State, the Chair, at the direction of the Board, will take the following actions:
- (1) The Chair, or the Chair's designee will notify the Governor's appointment staff of the address change.
  - (2) If the Board member's remaining term is 6 months or less, no additional action will be taken.
  - (3) If the Board member's remaining term exceeds 6 months, the Chair, at the direction of the Board will provide the Board member with a written request to consider resigning from the Board.

Originally approved: August 14, 2002. Amended December 2, 2003.  
Amended June 10, 2005.

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## REQUEST FOR ACTION BY PCAE BOARD OF DIRECTORS

Date: October 31, 2007

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

From: Board Development Committee (BDC)

Presented By: Bob Brandt  
Committee Chair

Background Information: ☒ Sent in Board packet, **and**  
☒ To be handed out at Board meeting

General Subject: **Board Policies Document**

Specific Action(s) Requested of the Board: At the end of calendar 2006, and through March 8, 2007, the Board approved some modifications of existing Board policies, and creating a number of new policies. At the same meeting, BDC was charged with compiling and editing the approved policies in format and language to enhance consistency of presentation and comprehension of concepts.

On the following pages, please find for your **preliminary** review (1) a compilation of the approved policies through March 8, and (2) a **draft** document with proposed edits for November 2007.

At the meeting on November 8, BDC will distribute their final BDC-approved/recommended version of the proposed policies document for the following motion: *BDC moves that PCAE Board of Directors approve the compiled and edited version of the Board policies distributed at the November 8, 2007 Board meeting.*



## **Preamble to the Board Policies of the Perpich Center for Arts Education (PCAE)**

During the 7-month period between August 2006 and March 2007, PCAE's Board Development Committee worked with the PCAE Executive Director and the Community Consulting Group of Minneapolis to evaluate the PCAE Board's governance style and policies. The Board chose to use the *Carver Governance Model* as its template, and adopted revisions to its governance policies based upon that model.

The *Carver Governance Model* has ten basic principles:

1. The board governs on behalf of persons who are not seated at the table but who have a vested interest in the organization's success.
2. While diverse points of view on the board are both respected and encouraged, once a board decision has been made the board presents that decision in a unified voice.
3. The board focuses its attention on setting policies that embody the board's beliefs, commitments, values, and vision.
4. In setting policies, the board addresses the broadest policies first, before progressing to more narrow policies.
5. The board focuses its time and energies on defining and delegating rather than on reacting and ratifying.
6. The primary duty of board governance is to answer the question, "What good, for whom, and at what cost?" The value and success of every board action should be measurable in terms of the changes it effects.
7. The board manages the staff by setting limits on allowable and/or unallowable activities, thus enabling the staff to be as creative as possible.
8. The board reserves the right to create its code of conduct, set its agenda, state the circumstances under which it will use committees, define the role and powers of the chair, and define the nature of its relationship with the organization's stakeholders.
9. The board establishes a relationship with staff that is both empowering and safe.
10. The board monitors the performance of staff in accordance with established policies, vision, and mission statements.



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### Ends Policies

Statements that embody PCAE's mission and guide the PCAE Board in making decisions and measuring outcomes.

### Executive Limitations Policies

Statements that establish the criteria and boundaries within which the Executive Director may manage the organization.

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Policy #2: Staff Treatment .....	EXEC-2
Policy #3: Compensation and Benefits .....	EXEC-3
Policy #4: Financial Planning .....	EXEC-4
Policy #5: Financial Condition .....	EXEC-5
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### Governance Process Policies

Statements that articulate PCAE's core values and identify specific methods by which members of the Board (as individuals and as a group) carry out their responsibilities and evaluate the impact of their decisions.

Policy #1: Governing Style .....	GOV-1
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### Board-Executive Director Relationship Policies

Statements that clarify the relationship between the Board and the Executive Director, and establish the criteria that the Board will use in evaluating the performance of the Executive Director.

Policy #1: Delegation to the Executive Director .....	BD/ED-1
Policy #2: Job of the Executive Director .....	BD/ED-2
Policy #3: Monitoring Executive Director Performance .....	BD/ED-3

### Monitoring and Evaluation Tools

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## Ends Statements

*NOTE: These will be determined following the development of a strategic plan and annual goals. The Board will begin the strategic planning process in September 2007, with the resultant plan and goals slated for adoption on or before June 30, 2008.*



**Executive Limitations Policy #1:**

**General Executive Constraint**

The Executive Director shall not cause or allow any practice, activity, decision, or organizational circumstance which is imprudent and/or in violation of commonly accepted business and professional ethics.

Policy #2: Staff Treatment

Policy #3: Compensation and Benefits

Policy #4: Financial Planning

Policy #5: Financial Condition

Policy #6: Asset Protection

Policy #7: Communication and Counsel to the Board

Policy #8: Grant-making Process

Policy #9: Communication to the Community



**Executive Limitations 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.

Accordingly, s/he may not:

1. Reward or penalize an employee using criteria other than that which is clearly linked to the employee's job performance or job qualifications.
2. Subject staff to unsafe or unhealthy conditions.
3. Withhold from staff an unbiased, due process grievance procedure as determined by the State of Minnesota Department of Employee Relations and/or any negotiated employee contracts.
4. Prevent staff from appealing to the Board, provided the employee alleges that s/he has been harmed because:
  - a. Board policy has not been followed, or
  - b. Board policy does not adequately protect his/her human rights as defined in State Personnel Policies and the PCAE Affirmative Action Plan.



**Executive Limitations 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.

Accordingly, s/he may not:

1. Change his/her own compensation and benefits as established by the Board and the employment classification of the State of Minnesota.
2. Promise or imply permanent or guaranteed employment, except as stipulated by State negotiated contracts.
3. Establish current compensation and benefits which:
  - a. Deviate from State of Minnesota employee classification salary schedules.
  - b. Obligate PCAE for a term greater than two years.
  - c. Obligate PCAE for a term greater than that covered by revenue projections.
  - d. Obligate PCAE to agreements that are not subject to termination/cancellation based on losses in PCAE revenue.
  - e. Obligate PCAE to agreements that are not in accordance with requirements of the State of Minnesota.
4. Establish deferred or long-term compensation and benefits, which deviate from State of Minnesota, approved personnel policies and employment contracts.

<<NOTE from MA: There used to be four items under this last item . . . did we toss them out?>>



**Executive Limitations 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's programmatic or fiscal integrity.

Accordingly, s/he may not cause or allow budgeting which:

1. Is not detailed enough to provide:
  - a. Projections of revenues, grants and expenses.
  - b. Separation of capital and operational items.
  - c. Cash flow statements and balance sheet projections.
  - d. Timely planning assumptions.
  - e. Information required by the Executive Budget Officer of the Minnesota Department of Finance.
2. Extends beyond the biennial budget cycle of the State of Minnesota.
3. Expends more funds on an annual basis than what a conservative revenue projection would allow.
4. Deviates materially from Board-stated priorities (see PCAE's Strategic Plan and Annual Goals).
5. Deviates materially from the State of Minnesota budgeting process.



**Executive Limitations Policy #5:****Financial Condition**

With respect to the status of PCAE's financial condition, the Executive Director may not expend funds outside of Board approved budgets, or otherwise jeopardize fiscal integrity.

Accordingly, s/he may not:

1. Expend more funds than have been allocated within the time period required by the State of Minnesota Department of Finance.
2. Expend more revenue dollars than will be reimbursed within a contract or grant period.
3. Expend more revenue dollars than have been approved through either PCAE's spending policy, or through the financial policies, procedures, and biennial budgeting process of the Minnesota Department of Finance.
4. Indebt PCAE in a manner that is out of compliance with the requirements of the Minnesota Finance Department.
5. Use donor/funder-restricted funds to support anything other than what is stipulated by the donor/funder.
6. Use Board designated funds (unrestricted, temporarily restricted, permanently restricted) for anything other than what was approved by the Board through its budgeting process.
  - Board designations are subject to change only upon Board approval.
7. Allow cash and liquid assets in any PCAE bank account to drop below the amount needed to settle related debt.
8. Allow actual expenditures to deviate materially from Board priorities as stated in PCAE's Strategic Plan and Annual Goals, except as otherwise required by State of Minnesota negotiated contracts.

[This bulleted point was originally the final sentence of the paragraph above (item #6). I've separated it for emphasis, ..."] << Note from MA- I don't think we even need to keep this bulleted sentence as it is implied, isn't it? .. I took it out.>>



**Executive Limitations Policy #6:**

**Asset Protection**

With respect to proper stewardship of PCAE assets, the Executive Director may not risk losses beyond those that may occur as a result of the normal course of business operations.

Accordingly, s/he may not:

1. Fail to insure against losses as required by the State of Minnesota.
2. Subject property and/or equipment to improper wear and tear or insufficient maintenance.
3. Unnecessarily expose PCAE, its Board, or its staff, to claims of liability.
4. Make a single purchase or award a single contract that is either greater than \$20,000 or greater than what is allowed by the State of Minnesota (whichever is less) unless such action is approved by the Board.
5. Make any expenditure over \$5,000 or make any expenditure in accordance with State of Minnesota purchasing or contracting requirements (whichever is more restrictive) without obtaining written, competitive bids.
6. Fail to establish and maintain controls that meet the State of Minnesota's standards for receiving, processing, or disbursing funds.
7. Make purchases from or award contracts to family members or close associates (or organizations associated with family members or close associates), without prior approval from the Board. PCAE Board and staff will strictly follow the State's Conflict of Interest policy as well as any additional requirements as put forth by the State of Minnesota.



**Executive Limitations 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.

Accordingly s/he may not:

1. Let the Board be unaware that a proposed Board action may be inconsistent with the Board's existing policies, plans, or goals.
2. Let the Board be unaware of any changes in the assumptions upon which any Board policy, plan, or goal has been established.
3. Fail to submit in a timely, accurate, and understandable fashion the monitoring data required by the *Monitoring Executive Director Performance* policy.
4. Fail to gather, consider, and/or convey external points of view as requested by the Board.



**Executive Limitations Policy #8:**

**Grant-making Process**

With respect to the annual grant-making process, the Executive Director may not authorize grants apart from Board-designated funds and guidelines.

Accordingly, s/he may not:

1. Award grants that exceed the annually established funding by category.
2. Award grants that commit PCAE beyond the fiscal year.
3. Grant any funds restricted by the Board for other use.
4. Award grants that deviate materially from Board-established priorities in PCAE's Strategic Plan, Annual Goals, and/or the 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



**Executive Limitations 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.

Accordingly s/he may not:

Speak to the media/community as a representative of PCAE on issues that have little-to-no connection to the mission of PCAE, or are not pertinent to the field, unless otherwise given approval to do so by the Board.



**Governance Process Policy #1:****Governance Style**

The Board will govern with a style that emphasizes strategic leadership more than administrative detail, a vision of the future more than past/present circumstances, and a proactive approach more than a reactive stance.

In this spirit, the Board will:

1. Focus on PCAE's long-term impacts (as reflected in the Strategic Plan and Annual Goals), not on administrative or programmatic details.
2. Direct, control, and inspire the organization through broad, organizational values and perspectives as expressed in Board policies. These policies will address:
  - a. *Strategic Plan and Annual Goals*: "What good, for whom, and at what cost?"
  - b. *Executive Limitations*: Boundaries of prudence and ethics to be observed by staff.
  - c. *Governance Process*: Board role and responsibilities.
  - d. *Board-Executive Director Relationship*: Relationship between Board and staff.
3. Enforce upon itself whatever discipline is needed to govern with excellence. Such discipline includes but is not limited to: regular attendance, meaningful participation, initiation of policies and goals, adherence to clarified roles between Board and staff, speaking with one voice, and self-monitoring of governance activities as adopted in Board policies.
4. Be accountable to PCAE's stakeholders and the State of Minnesota for competent, conscientious, and effective accomplishment of PCAE's mission, allowing no officer, individual, or committee of the Board to usurp this role or hinder this aim.
5. Monitor and regularly discuss the Board's own process and performance as outlined in its plans, policies, and monitoring records. The Board, not the staff, is responsible for Board performance.



**Governance Process Policy #2:****Board Responsibilities**

The job of the Board is to lead PCAE toward the attainment of its established vision, mission, and goals. The Board's specific responsibilities are unique to its trusteeship role and necessary for proper governance and management.

Consequently, the job of the Board shall be:

1. To provide the link between PCAE and its stakeholders. \*
2. To create written governing policies which, at the broadest levels, address:
  - a. *Strategic Plan and Annual Goals*: Establishing vision (*What is different in the world because PCAE exists?*) and organizational outcomes (*What good, for whom, and at what cost?*).
  - b. *Executive Limitations*: Defining constraints on Executive Director authority, thereby establishing prudent and ethical boundaries within which the Executive Director will make decisions and provide direction.
  - c. *Governance Process*: Specifying how the Board conceives, carries out, and monitors its own tasks.
  - d. *Board-Executive Director Relationship*: Clarifying how the Board delegates and monitors the proper use of authority.
3. To evaluate the Executive Director's performance in accordance with the roles/responsibilities as outlined above in 2(a) and 2(b).

**\*NOTE:** During and after the Board strategic planning process of 2007-2008, specific stakeholders will be identified and included in this document, possibly through a list in a document glossary.



**Governance Process Policy #3:**

**Chairperson's Roles and Responsibilities**

The job of the Chairperson is to ensure the integrity of the Board's process. In order to carry out these responsibilities:

1. The Chairperson will ensure that the Board conducts itself in a manner consistent with its own rules and those legitimately imposed upon it from outside the organization, including:
  - a. Ensuring that discussion content at meetings comprises only issues that, according to Board policy, clearly belong to the Board to decide, not the Executive Director.
  - b. Ensuring that Board deliberation is timely, fair, orderly, efficient, and thorough.
2. The Chairperson has the authority to make any decision on behalf of the Board which falls within or is consistent with Board policies of *Governance Process* and *Board-Executive Director Relationship*, including:
  - a. The Chairperson is empowered to chair Board meetings with all the commonly accepted power of that position (e.g. ruling, recognizing).
  - b. The Chairperson's authority does not extend to making decisions regarding implementation of PCAE's Strategic Plan or Annual Goals, nor regarding the *Executive Limitation* policy areas, each of which is within the purview of the Executive Director.
  - c. The Chairperson's authority does not extend to supervising or otherwise directing the Executive Director. Only the full Board may supervise or interpret the meaning of its policies to the Executive Director.
3. Other than in rare and specifically authorized instances, the Chairperson and the Executive Director are the only persons authorized to speak on behalf of PCAE.



**Governance Process Policy #4:****Board Members' Code of Conduct**

The Board expects ethical and business-like conduct of itself and its members. This expectation includes the proper use of authority and appropriate decorum when acting as Board members.

1. Board members must be loyal to the interests of PCAE's stakeholders. This accountability supersedes:
  - a. Any conflicting loyalty, such as that to advocacy or interest groups, membership on other boards, or employment by other organizations.
  - b. The personal interest of any Board member who may be an individual consumer of PCAE's services.
2. Board members must avoid any conflict of interest with respect to their fiduciary responsibility.
  - a. There must be no self-dealing.
  - b. Conducting of any private business or personal services between any Board member and PCAE requires proper disclosure and approval of the Board.
  - c. Board members must not use their positions to obtain employment within the organization for themselves, family members, or close associates.
  - b. A Board member must first resign from the Board should s/he wish to be considered for employment at PCAE, or be eligible to submit a bid to PCAE as an independent contractor.
  - c. A Board member will recuse her/himself from any discussion or vote in which there is an actual or perceived conflict of interest.
3. Board members may not exercise individual authority over the organization except as explicitly set forth in Board policies.
  - a. Board members' interaction with the Executive Director or staff must recognize that only the Board, acting as a whole, may govern and give direction to the Executive Director.
  - b. Board members' interaction with the public, press, or other entities must recognize and respect the role of the Board-designated spokesperson.
  - c. Board members will monitor and evaluate the Executive Director performance consistent with explicit Board policies.



**Governance Process Policy #5:**

**Committee Principles**

The Board may establish committees to help carry out its responsibilities.

1. A Board committee may not act for the Board unless it is given such authority by the full Board.
2. Board committees may not be created by the Board to supervise or direct staff.



**Board-Executive Director Relationship Policy #1:****Delegation to the Executive Director**

The job of the Board is generally confined to establishing broad policies, leaving implementation and development of internal management policy to the Executive Director. PCAE's Strategic Plan and Annual Goals direct the Executive Director to achieve certain results, while the *Executive Limitations* policies constrain the Executive Director to act within acceptable boundaries of prudence and ethics. All Board authority that is delegated to staff is, in reality, delegated through the Executive Director.

1. Outside of this policy document, the Executive Director is authorized to establish all PCAE policies, make all decisions, take all actions, and develop all activities, which are true to the Board's policies. The Board may, by extending its policies, "undelegate" areas of the Executive Director's authority, but will respect the Executive Director's choices in all other instances. This does not prevent the Board from obtaining information regarding activities in the delegated areas.
2. No Board member, officer, or Board committee has authority over the Executive Director. Individuals may request information, but if the request, in the Executive Director's judgment, requires a significant amount of staff time, it may be refused. Only the full Board may require reports from the Executive Director.
3. The Executive Director may not perform, allow, or cause to be performed any act which is contrary to explicit Board constraints (see *Executive Director Limitations* policies).
4. Should the Executive Director deem it necessary to deviate from Board policy, s/he shall inform an officer of the Board. The act of "informing" is meant to ensure that a violation is not intentionally withheld from the Board; it is not meant to be a request for approval. An officer's response to the information, whether approving or disapproving, does not exempt the Executive Director from subsequent Board judgment of the action, nor does it impede any executive decision.

«Note from MA: I'm not sure I understand what the last phrase means. ... »



**Board-Executive Director Relationship Policy #2:**

**Job of the Executive Director**

As the Board's link to PCAE operations, the Executive Director is accountable for all organizational performance, and exercises all authority as delegated by the Board. Executive Director performance will be considered to be synonymous with organizational performance.

Consequently, the Board will evaluate the Executive Director's job performance in two areas:

1. Organizational accomplishment of PCAE's Strategic Plan and Annual Goals.
2. Organizational operation within the boundaries of prudence and ethics as established in Board policies under *Executive Limitations*.



**Board-Executive Director Relationship Policy #3:****Monitoring Executive Director Performance**

Monitoring the performance of the Executive Director is synonymous with monitoring organizational performance; this is in accordance with the Board's policies, Strategic Plan, Annual Goals, and *Executive Limitations* policy. Monitoring will be systemic, using a minimum of Board time so that meetings may be used to "create the future" rather than "review the past."

1. The purpose of monitoring is to determine the degree to which the Board's plan, policies, and goals are being implemented and achieved.
2. A given plan, policy, or goal 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*: Direct inspection by the Board (or a Board-designated Board member or committee) of relevant documents, activities, and/or circumstances.
  - c. *External Audit/Report*: Direct inspection 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 in accordance with Board policies, unless the Board identifies other standards.



## Monitoring and Evaluation Tools

POLICY	METHOD	FRE- QUENCY	BY WHEN	BY WHOM
<b>All Board Policies</b>	Direct Board Inspection	Annually	September (Annual Retreat)	Board Dev Committee
<b>Staff Treatment</b> ( <i>Executive Limitations Policy #2</i> )	External Audit/ Report	Biennial	Dec. every other year	HR Consultant
<b>Compensation &amp; Benefits</b> ( <i>Executive Limitations Policy #3</i> )	Direct Board Inspection	Annual	May	Personnel Committee
<b>Financial Planning – Budget</b> ( <i>Executive Limitations Policy #4</i> )	Internal Report	Annual	August	Staff
<b>Financial Condition</b> ( <i>Executive Limitations Policy #5</i> )	Direct Board Inspection	Annually		Finance Cmte.
	External Audit/ Report	Every 3 yrs	August	State Auditor
	Internal Report	Quarterly		Staff
<b>Protection of Assets</b> ( <i>Executive Limitations Policy #6</i> )	Internal Report	Annual	May	Staff
<b>Communication &amp; Counsel</b> ( <i>Executive Limitations Policy #7</i> )	Direct Board Inspection	Annually	May	Personnel Cmte or Board Chair
<b>Program Outcomes – Goals</b> ( <i>Strategic Plan / Staff Work Plan</i> )	Direct Board Inspection	Biennial	May of even years	Board Dev Committee
<b>Governance &amp; Board- Executive Director Relationship Policies</b>	Direct Board Inspection	Annually	September Retreat	Vice-Chair

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

**Board of Directors  
Board Meeting Minutes  
for December 13, 2007**

**3:00 PM in the "Large Glass Box" of GAIA**

**1. Meeting Call to Order**

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

**2. Roll Call and Introductions**

**Members Present:** Peter Adolphson, Bari Amadio, Denis Biagini, Robert "Bob" Brandt, Margaret "Maggie" DiBlasio, Ardythe "Ardie" Gallant, Penny Johnson, Virginia Katz, Sonja Peterson, Dorothy Suomala, MaryAnne Wilimek, and KaiMay Yuen-Terry.

**Excused:** Roberta Jones, Alex Plechash, and Howard Wilson.

**Guests Present:** Students: 21 students among whom Preston Palmer & Kelsey Groenke were spokespeople for the group. Parent: Pamela Lanz. Consultants: Jane Nakken, Stephen Ward (both from Stephen Ward Associates), Staff: (from PDR:) Diane Aldis, Dave Beaman, Nyssa Brown, Barbara Cox, Mike Hiatt, (from AHS:) João Bichinho, Christina Colvin, Alice Woog (AHS Dir), (from Admin:) Deb Ambright (Finance Dir), Nathan Davis (Exec Dir), Larry Etkin (Communications Dir), and Steve Greenberg (taking minutes).

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

**Motion by:** D. Biagini to approve agenda for this meeting.

**Seconded by:** B. Amadio.

**Verbal vote:** passed unanimously.

Later in meeting, Chair Katz asked that agenda be amended to insert new item #13 *Update by Personnel Committee* on coordinating an HR (staff treatment) audit of the Center. Existing item *Adjournment* thus became #14.

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

**Motion by:** B. Brandt to approve 11/08/07 minutes with the following changes:

On page 7 of minutes, change items 11-2a thru 11-2c from:

- a. *Be a request for approval.*
- b. *Exempt the Executive Director from subsequent Board judgment of the action.*
- c. *Impede any executive decision.*

to this corrected version (changes in bold):

- a. *Be a request for approval,*
- b. *Exempt the Executive Director from subsequent Board judgment of the action, nor*
- c. *Impede any executive decision.*

**Seconded by:** A. Gallant.

**Verbal vote:** passed unanimously.

**5. For Action:** Selection of Nominating Committee.

**Motion by:** S. Peterson to approve the following new members and chair:

- B. Brandt, for a 1-year term,
- D. Biagini, for a 2-year term, and
- A. Plechash, for a 3-year term, with Brandt chairing the committee for the current year.

**Seconded by:** D. Suomala.

**Verbal vote:** passed unanimously.

**6. For Information:** Finance Report.

PCAE Finance Director D. Ambright presented report in absence of A. Plechash, Finance Committee Chair.

Highlights of information added at the Board meeting:

1. N. Davis will contact Plechash to arrange a Finance Committee meeting before January 10, 2008 Board meeting.
2. Energy costs at Perpich have been increasing. Per Ambright, Center financials are reflecting these increases to be able to show the State Legislature that PCAE needs to budget for higher energy expenses.
3. D. Biagini asked if Perpich has a 5-year capital-spending plan. A *Campus Master Plan* was created in the late 1990s. The current (FY 2008) capital-bonding request includes funding to update the *Plan*.

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

Highlights of information added at the Board meeting:

1. Exec Director N. Davis noted the mention in the *PCAE Foundation Update* of the "engagement of the Minneapolis law firm of Fredrikson & Byron to handle specific government relations activities on a pro-bono basis for PCAE." The Board's Legislative Liaison Committee will be consulted regarding the work of this law firm.
2. The community focus group meeting for PCAE Strategic Planning in Marshall, MN on January 14 will take place at the Marshall Area Fine Arts Center. [Note: A few days after this Dec. 13 Board meeting, the date of the Marshall Strategic Planning meeting was changed to Thurs., Feb. 7, 2008.]

**8. For Information: Update on Strategic Planning.**

Highlights of information added at the Board meeting:

1. Board member M. Wilimek, a major planner of the community forum in Bemidji, emphasized, "Serve food!" in recognition of fact that, due to the meeting time, some attendees showed up without having eaten dinner, thinking there would be more refreshments.
2. Wilimek also indicated that if there are specific people who are identified as probably strong contributors, it helps to phone and invite them personally.
3. M. DiBlasio pointed out that sending community meeting invitations to a random or general sampling from Perpich databases skews the attendance to people who have something they want or need to say, instead of bringing in individuals who are key community, education, and/or arts figures.
4. As another phase of data gathering, Stephen Ward Associates (SWA) plans to perform 20 interviews of as-yet-to-be-chosen key informants.
5. SWA also plans to interview each Board member, possibly around the time of the Board retreat, which could be in March.

**Suggested:** Have the Board retreat the day after a monthly Board meeting to benefit members who come a great distance to attend PCAE meetings.

**9. For Information: Public Comment at approximately 4:00.**

When Chair Katz announced this agenda item, nobody came forward to speak. Later, two spokespeople for the group of students in attendance asked that they be able to address the Board following agenda item #10—they weren't ready to speak earlier.

After item #10, Katz explained the students' request and asked the Board if they were amenable to re-visit the Public Comment agenda item. The Board voiced approval.

Highlights:

1. Kelsey Groenke's comments focused upon opening up communication between the Board and student body. She endorsed the *open forum* setting, and also invited Board members to attend student government meetings.
2. Preston Palmer emphasized the importance of letting students know why specific decisions are being made, pointing out that, "We're not just moving through [this school], we'd like to be more involved."
3. K. Yuen-Terry suggested that the Board could open a dialogue with students and listen to their concerns when making decisions affecting the high school.
4. B. Brandt encouraged members of student government to invite Perpich staff to government meetings.
5. Parent Pamela Lanz expressed concern about the direction of the Arts High School; she believes that the, dorm provides a good experience for students

with open communication, but she feels that this is not the case in the school. She said Board members should realize, "Kids are here for a level of respect."

6. Students requested that the Public Comment be scheduled at 4:30 p.m. instead of 4:00. (Chair Katz agreed that this could be done.)
7. Future agendas will invite anyone who wants to speak during Public Comment to let the Board chair know in advance, with the understanding that this is not a pre-requisite to being able to address the Board during a Public Comment—anyone may speak even if s/he hasn't notified the chair.
8. Chair Katz reminded the students that the Board does not micro-manage the school, and in general does not set specific policies. The case for requiring the Pledge of Allegiance was specifically voted on by the Board because state law requires the Board to do so. However, in most other matters, just as in a public school system, the school board (in this case the PCAE Board of Directors) selects the superintendent (in this case the PCAE Executive Director) who then hires the principals and faculty and it is these groups who establish the rules.

**10. For Action:** Approve sole source contract to work with and train PDR staff around three technology-based projects.

- PDR Director M. Hiatt noted that PDR and the Artful Online program are working to make PCAE show up when users search for "art" or "education" on Google.

**Motion by:** P. Adolphson that the Board approve a sole source contract in the amount of \$30,000 for Lisa Maren Thompson to work with and train PDR staff to build and deliver the following three technology-based projects: Artful Online, Performance Lab/Video Conferencing, and Desire to Learn Courses (D2L). See below for more specific task delineation.

**Seconded by:** M. Wilimek.

**Verbal vote:** passed unanimously.

**Specifically:**

Consultant will work with PCAE staff to plan, review archived resources, build content online, train program staff in building content, leading blended online sessions, and implement a series of internet-based professional development lesson segments, workshops, and resource archives to PCAE program participants so that the Artful Online, D2L and Video Conference/Performance Lab projects can be used to strengthen quality teaching in and through the arts in Minnesota schools.

**Tasks:**

Consultant will work with PCAE staff and collaborating partners to:

1. Update building processes and design elements of the Artful Online infrastructure available on MPS online software platform (150 hours)

2. Design content for Artful Online as it relates to other technology based projects (D2L, Video Conferencing) (75 hrs)
3. Provide Artful Online building training for PCAE staff (25 hours)
4. Facilitate various working groups of the PCAE technology based projects, with a focus on Artful online and other PCAE programs (25 hours)
5. Build workshops, lessons, and student work exemplars on the MPS Online Cosmos software platform that align with PCAE program needs and timelines (150 hours)
6. Serve as primary contact between PCAE staff, MPS Online staff, and other technology project consultants (25 hours)
7. Assist program staff with development, implementation and documentation of the Perpich Center technology based projects (25 hours)
8. Assist program staff to implement professional development and leadership training through technology-based projects for PCAE staff and program participants (25 hrs)
9. Assist the reporting and documentation efforts integrating Artful Online, Video Conferencing and D2L Workshop projects. (100 hours)

**11. For Information:** Update on PDR's activities during recent months.

M. Hiatt distributed a 2.5-page report summarizing the activities and progress of ten PDR programs during fall 2007. The report offers evidence of the work of PDR's Diane Aldis, Barbara Cox, Derek Phillips, Dave Beaman, Nyssa Brown, Byron Richard, and Mike Hiatt; and AHS faculty members Tom Carlson, Nancy Norwood, and Craig Farmer, to touch and influence educators and artists in schools and communities across Minnesota.

Highlights:

1. M. Hiatt invited Board members to visit PDR programs, especially when they take place in a Board member's community.  
**Action:** PDR staff will make sure Board members know when a PDR program will take place in a specific Board member's community.
2. A few Board members asked how one might audit an online AP art history class. This led to a discussion of the care necessary to plan where and when to provide such a class. PDR aims to avoid offering online courses where they might compete with local instructors and classes.
3. Hiatt noted that at the recent conference of Art Educators of Minnesota, Dave Beaman became that organization's first inductee into its Hall of Fame.

**12. For Information:** Introduction to three PCAE grants programs.

Sr. Director of Policy P. Paulson and PDR Director M. Hiatt talked about Arts Education Model Development and Dissemination Grant Program (AEMDD), Professional Development for Arts Educators Grant Program (PDAE), and CAREI Collaborative Grant.

Paulson closed with a request that the Board voice any desires they might have around PCAE grant programs planning, awards, and reporting.

- Executive Director N. Davis suggested that staff submit to the Board a preliminary report on grants for which PCAE has applied.
  - a. Identify in the report which PCAE goal(s) the grant furthers/supports.
  - b. Provide the Board an understanding of how staff is spending time in connection with procuring grants.

**13. Update from Personnel Committee on HR Audit focused on Staff Treatment.**

Personnel Chair S. Peterson reported that the Committee met for the two hours before the full Board meeting that day, and needed more time to decide which consultant to recommend to carry out the audit. Committee will make a recommendation at January 10, 2008 Board meeting.

**14. Adjournment at 5:37 pm.**

**Motion by:** B. Brandt to adjourn.

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

**Verbal vote:** passed unanimously.

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

**CC:** Stephen Ward Associates:

Stephen Ward  
Jane Nakken

Administrative Leadership &  
Programmatic Leadership Teams:

Nathan Davis, Exec. Director  
Deb Ambright, Finance Dir.  
John Engel, Technology Dir.  
Larry Etkin, Communications Dir.

Mike Hiatt, Director of PDR  
Pam Paulson, Senior Dir. of Policy  
Alice Woog, AHS Director

PDR Staff:

Diane Aldis, Dance Educ. & AEI Coordinator  
Barbara Cox, Arts Educ. Partnership Coord.

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

**Date:** December 6, 2007

**Subj:** **Board Booklet for December 13, 2007 Board Meeting**

Enclosed please find the agenda and booklet for the December 13, 2007 PCAE Board Meeting in the "Large Glass Box" of the GAIA (PDR) Building.

**Note:** The updated bylaws and policies that were approved on November 8, 2007, will be in board member folders for you to pick up on December 13.

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December 2007 Board Booklet**

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**Perpich Center for Arts Education  
AGENDA  
for PCAE Board Meeting  
3:00 PM on Thursday, December 13, 2007  
Large Glass Box in GAIA (PDR) Building**

(Full Board meeting will be preceded by meeting of Board Personnel Committee, beginning at 2:00 pm: R. Brandt, P. Johnson, S. Peterson.)

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 November 8, 2007 Board meeting.  
Pages 1-8 in Board booklet.
5. **For Action:** Selection of Nominating Committee (election of new Board chair and vice-chair will take place in January 2008).  
Presenter: Virginia Katz, Chair, PCAE Board of Directors.  
Pages 9-10 in Board booklet.
6. **For Information:** Finance Report.  
Presenter: Deb Ambright, PCAE Finance Director.  
Pages 11-13 in Board booklet.
7. **For Information:** Executive Director's Report.  
Presenter: Nathan Davis, PCAE Executive Director.  
**Handout(s) will be distributed at Board meeting.**
8. **For Information:** Update on Strategic Planning.  
Presenter: Stephen Ward or Jane Nakken of Stephen Ward Associates.  
**Handout(s), if any, will be distributed at Board meeting.**
9. **For Information:** Public Comment at approximately 4:00.  
Anyone who wishes to address the Board may do so at this time. Please limit remarks to five minutes.

Agenda continued on next page ➡

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10. **For Action:** Approve sole source contract to work with and train PDR staff to build and deliver the following three technology-based projects: Artful Online, Performance Lab/Video Conferencing, and Desire to Learn Courses (D2L).

Presenter: Mike Hiatt, Director, and  
Barbara Cox, Arts Education Partnership Coordinator, of PDR.  
Pages 15-20 in Board booklet.

11. **For Information:** Update on PDR's activities during the past few months.

Presenter: Mike Hiatt, PDR Director.  
**Handout(s), if any, will be distributed at Board meeting.**

12. **For Information:** Introduction to three PCAE grant programs—Arts Education Model Development and Dissemination Grant Program (AEMDD), Professional Development for Arts Educators Grant Program (PDAE), and CAREI Collaborative Grant.

Presenter: Pam Paulson, Sr. Director of Policy, and  
Mike Hiatt, Director of PDR.  
Pages 21-22 in Board booklet.

13. Adjournment.

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

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

**3:00 PM in the "Large Glass Box" of GAIA**

**1. Meeting Call to Order**

V. Katz, PCAE Board Chair, called the meeting to order at 3:06 pm. Chair Katz asked the Board and observers present to observe a brief moment of silence in memory of Peter Adolphson's wife, Kristin Adolphson.

Peter expressed thanks to Board members and staff who sent flowers, cards, and attended the memorial service.

**2. Roll Call and Introductions**

**Members Present:** Peter Adolphson, Bari Amadio (left around 4:30 pm due to a class she's taking that will end within a month), Denis Biagini, Robert "Bob" Brandt, Margaret "Maggie" DiBlasio, Ardythe "Ardie" Gallant, Roberta Jones, Virginia Katz, Sonja Peterson, Alex Plechash, Dorothy Suomala, MaryAnne Wilimek, Howard Wilson, KaiMay Yuen-Terry.

**Excused:** Penny Johnson.

**Guests Present:** Students: Adrienne Lanz and Emily McComb. Parent: Pamela Lanz. Consultant: Jane Nakken (Stephen Ward Associates), Staff: Diane Aldis (PDR), Deb Ambright (Finance Dir), Nyssa Brown (PDR), Nathan Davis (Exec Dir), Larry Etkin (Communications Dir), Valerie Osborn (HR Dir), Pam Paulson (Sr Dir of Policy), Alice Woog (AHS Dir).

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

Sonja Peterson, Chair of Personnel Committee, asked that discussion and possible action be added to the agenda regarding "audit" of staff treatment that is called for every other year in the *Monitoring & Evaluation* section of *Executive Limitations Policy #2*, approved by the Board last spring.

Chair Katz asked that agenda item 5 be amended to make an item 5A for be Board administrative update, and 5B for discussion of a staff treatment audit.

**Motion by:** P. Adolphson to approve agenda for this meeting as amended above.

**Seconded by:** D. Biagini.

**Verbal vote:** passed unanimously.

**4. For Action:** Call for approval of the minutes from the October 11, 2007 Board meeting.

**Motion by:** S. Peterson to approve 10/11/07 minutes as submitted (no changes).

**Seconded by:** A. Gallant.

**Verbal vote:** passed unanimously.

**5A. For Information:** Board administrative update.

Elect New Nominating Committee: During the processing of agenda item #10 (see later in these minutes), Chair Katz noted that at December Board meeting, a new Nominating Committee will be selected by the Board in order to put together a slate for Board officer elections, which will take place at the January 2008 meeting.

New Binders: Chair Katz noted that new large black D-ring notebooks are available for Board members on the back table, as the current year's books are quite full.

Applying for Second Terms: Chair Katz said that, as her Board term expires this coming January, she has applied to be appointed to the Board for a second term. She indicated that she hoped Board members Yuen-Terry and Wilimek, whose terms also expire this January, will also reapply. She noted that Annie Paruccini, Governor Pawlenty's Director of Board and Commission Appointments, has indicated that such re-applications should be submitted this month (November).

Brandt's Continued Attendance After Term Expiration: Chair Katz asked Board member B. Brandt, whose term expires this January, to continue to meet with the Board for several months as a guest so the Board could take advantage of his historical perspective and expertise as they move through the strategic planning process.

There was discussion as to whether or not Brandt's position has been filled by the appointment of DiBlasio, as both are from the 4<sup>th</sup> Congressional District. (Board members may remain on the Board as voting members for up to six months after their term expires if they have not been replaced.) It was generally agreed that Brandt would only be replaced when a 15<sup>th</sup> member of the Board is appointed to fill the vacancy created when his term expires.

Brandt agreed that even if a 15<sup>th</sup> member is appointed by the time his term expires, he would be willing to continue to attend Board meetings as requested by the Chair.

**5B. For Information/Action:** Audit as stipulated by Executive Limitations Policy #2.

(S. Peterson, Chair of Board Personnel Committee, explained the background of this topic.)

Last spring, the Board passed a set of *Executive Limitations Policies*, which included *Policy # 2: Staff Treatment* (page 47 in the November Board packet). In addition, the Board passed a plan of *Monitoring and Evaluation Tools* with regard to the *Executive Limitations Policies* (page 79 in the November Board packet.)

The *Staff Treatment Policy* (Executive Limitations Policy #2) requires that adherence to this policy be evaluated by means of an external audit/report to be conducted biennially, in December of every odd year, by a human resources consultant.

Committee Chair Peterson suggested that she ask the consulting firm of Stephen Ward Associates (SWA), who are currently doing many interviews with staff as part of their work on the Board's strategic planning process, if they would/could expand

their work to include this audit. It was also suggested that the State of Minnesota's Department of Administration could conduct such an audit at little or no cost.

**Motion by:** A. Plechash to request that the Board direct Personnel Committee Chair S. Peterson to explore with both SWA and the Minnesota Department of Administration the feasibility and costs to perform/create a staff treatment external audit/report, and to report said information back to the Board at its December 2007 meeting, with the understanding that this will cause the audit/report to be delivered to the Board in January 2008 rather than December 2007.

**Seconded by:** P. Adolphson.

**Verbal vote:** passed unanimously.

**6. For Information:** Finance Report.

Board Finance Committee Chair A. Plechash asked PCAE Finance Director Deb Ambright to present the finance report.

Highlights of information added at the Board meeting:

1. Report reflects budget increase of \$60,144, due to dedicated and Federal funds (1) not expended in FY2007, and (2) available for spending in FY2008. These funds were not accessible to Center as of previous financial report (submitted in October 2007).
2. Upcoming "vacation payouts" of approximately \$77K have been encumbered and are reflected on the report in the amounts listed under *General Fund Appropriations* and *Arts High School*. In early spring 2008, this data will be revisited during a Board meeting financial report. Changes in the numbers at that time will be based on information gathered from faculty regarding their plans for their vacation balances.

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

Highlights of information added at the Board meeting:

1. The fourth bullet point under *Administration > Building/Grounds/Operations > Final Capital Bonding* submission indicates the installation of new windows for \$385,000. This item and amount also includes installation of new doors.
2. The Senate Capital Bonding Committee will visit PCAE on Nov. 27 to tour the premises with respect to the items requested in the bonding submission.
3. A preliminary estimate of the net funds raised during The Big Event is \$20K-\$30K.
4. For the fourth bullet point under *Administration > Outreach*, the meeting at PCAE of the panel reviewing academic arts standards will be at 6:30 pm on Tuesday, November 14.

5. AHS Director A. Woog's report to the Board was included in this agenda item. At the bottom of page two of Woog's report, it was indicated that the October 13 AHS informational session took place in Duluth.
6. Regarding limited seating available for students—especially at music performances—A. Woog mentioned she is working on adding seats or other creative ways to allow more students into a performance.
7. AHS is currently going through a staff development process in which staff is invited to “journey into [hopes, dreams, and wishes] for school improvement.” Director Woog hopes to submit to Board in spring 2008 a resulting plan for school improvement.

Woog has connected with SWA to make sure this AHS staff development proceeds in sync with the Board-led Strategic Planning project that is also happening through the current academic year. The school improvement plan should be a fitting addition to the Perpich strategic plan, which is slated for release in June 2008.

**8. For Information:** Public Comment (item #9 on agenda, but taken out-of-order since it was planned for approximately 4:00 pm).

Two AHS students, Adrienne Lanz and Emily McComb came to communicate the sentiment of much of the student body regarding the recent Board decision not to waive the MN state requirement to recite the Pledge of Allegiance weekly. A few Board members responded to Lanz and McComb's messages:

1. Student Adrienne Lanz indicated that the majority of the student body is concerned about the decision to have the Pledge of Allegiance recited weekly at AHS, adding that it makes AHS seem “more and more like a regular high school,” and that students would “rather practice art than pledge our allegiance to the flag.” Students who want to recite the Pledge could meet and do so during Student Resource time.
2. A. Plechash indicated that AHS is a State school. The Board decision not to waive recitation of the Pledge is not forcing recitation on anyone—it's giving everyone an opportunity to say it.
3. B. Amadio reminded those present that the decision to recite the Pledge upholds and protects the right of students who do want to recite the Pledge.
4. Student Emily McComb added to A. Lanz's points, “We as artists like to use our voices individually, and we like making art that way.”
5. B. Brandt said, “I actually voted the other way—to waive the requirement. It's important for you to realize that the Board had an open, honest discussion about the issue and then voted. We live in a democracy and this is a democratically run Board. I hope you'll express your patriotism through your art. The important thing is that a debate did occur.”

6. V. Katz concluded discussion saying the decision will stand for the 2007/2008 school year. The Board can vote again in August 2008 for the 2008/2009 year. Katz also made a commitment to encourage the Board to find ways to get input from faculty and the student body on issues such as this. But the students need to understand that the decision might not be any different for next year.

The general sentiment of the Board was to applaud the courage of the students who came to this meeting and spoke on behalf of others in the student body.

**9. For Information:** Update on Strategic Planning.

Jane Nakken of Stephen Ward Associates (SWA) gave an update on the project and distributed a flowchart depicting the progress of the project. She and Stephen Ward have interviewed (one or two SWA reps with a staff member) or met with faculty and staff focus groups a total of 30+ PCAE employees.

More highlights mentioned/discussed at meeting:

1. SWA conducted interviews with members of the Admin Leadership and Programmatic Leadership Teams.
2. Ardie Gallant, Chair of the Mission & Vision Statements Committee updated those present that this committee made good progress and foundation work at their first meeting; they plan to meet more.
3. The process of crafting new mission and vision statements for the Center would be facilitated to have roots from "the bottom of the org chart upward."
4. The process for the Mission & Vision Statements Committee should include input from faculty and staff.
5. S. Ward will distill notes and data collected in meetings and interviews into a summary format that will lead into the next steps of the planning process.

10. **For Action:** Approve updates to PCAE bylaws, necessitated by modification of some, and introduction of new Board policies, which were approved from the end of calendar 2006 through the March 8, 2007 Board meeting.

**Note:** The updated bylaws and policies that were approved on November 8, 2007, will be in board member folders for each Board member to pick up on December 13.

**Motion by:** Board Development Committee to approve the updated, recommended bylaws document submitted with the mailed November Board booklet, along with amendments submitted to the Board during the November meeting. The amendments proposed during the meeting were:

1. In Article I, Section 1.1, DEFINITIONS, drop completely the fifth point, (e) "*Directors*" means the six department chairs for the Center referred to in the Act.

2. In Article III, Section 3.3, STANDING COMMITTEES, modify item #4 under (c) *Budget and Finance Committee*:

**Change:** *Review and recommend for approval all grants to the Board.*

**To:** *Review and recommend for action by the Board all grant proposals initiated by the Center.*

3. In Article VI, Section 6.2, drop completely subsection (a), which includes an initial paragraph, followed by three (1, 2, 3) sub-points. (In the next agenda item (#11), Board Development Committee will recommend that the entire text of subsection (a) be placed in the Board policies document as Miscellaneous Policies #1: State of Residence.)

**Seconded by:** D. Suomala.

**Verbal vote:** passed unanimously.

11. **For Action:** Approve compilation and edits to modified and new Board policies approved through the March 8, 2007 Board meeting. Edits incorporate formatting and wording changes for consistency of presentation and enhanced clarity; edits do not change meaning or content of policies approved through March 8, 2007.

**Motion by:** Board Development Committee to approve the compiled and edited version of the Board policies document submitted with the mailed November Board booklet, along with amendments submitted to the Board during the November meeting. The amendments proposed during the meeting were:

1. In Executive Limitations Policy #5, Financial Condition, drop the word "materially" from sub-item #8: *Allow actual expenditures to deviate ~~materially~~ from Board priorities as stated in PCAE's Strategic Plan and Annual Goals, except as otherwise required by State of Minnesota negotiated contracts.*
2. In Board-Executive Director Relationship Policy #1, Delegation to the Executive Director, modify item #4:

**Change:** *Should the Executive Director deem it necessary to deviate from Board policy, s/he shall inform an officer of the Board. The act of "informing" is meant to ensure that a violation is not intentionally withheld from the Board; it is not meant to be a request for approval. An officer's response to the information, whether approving or disapproving, does not exempt the Executive Director from subsequent Board judgment of the action, nor does it impede any executive decision.*

**To:** *Should the Executive Director deem it necessary to deviate from Board policy, s/he shall inform an officer of the Board. The act of "informing" is meant to ensure that a violation is not intentionally withheld from the Board; it is not meant to:*

- a. *Be a request for approval.*
  - b. *Exempt the Executive Director from subsequent Board judgment of the action.*
  - c. *Impede any executive decision.*
3. In the chart *Monitoring and Evaluation Tools of Board-Executive Director Relationship Policy #3, Monitoring Executive Director Performance*:

**Change:** *Dec. every other year* in row #2:

POLICY	METHOD	FRE- QUENCY	BY WHEN	BY WHOM
<b>Staff Treatment</b> ( <i>Executive Limitations Policy #2</i> )	External Audit/Report	Biennial	Dec. every other year	HR Consultant

**To:** *Dec. every odd year.*

POLICY	METHOD	FRE- QUENCY	BY WHEN	BY WHOM
<b>Staff Treatment</b> ( <i>Executive Limitations Policy #2</i> )	External Audit/Report	Biennial	Dec. every odd year	HR Consultant

4. At the end of the policies document (after Board-Executive Director Relationship Policy #3, Monitoring Executive Director Performance), add a new section *Miscellaneous Policies*, beginning with #1, State of Residence. (The text of this new policy is taken verbatim from a sub-section that was in Article VI of the bylaws. Board approval to remove that sub-section from the bylaws was granted in the previous agenda item—see agenda item #10, sub-item #3 above:)

*Miscellaneous Policies #1:*

*State of Residence*

- (a) *The Board acknowledges that its members serve at the pleasure of the Governor of the State and that it cannot require the resignation of its members. Nevertheless, if a Board member ceases to be a resident of the State, the Chair, at the direction of the Board, will take the following actions:*
- (1) *The Chair, or the Chair's designee will notify the Governor's appointment*

*staff of the address change.*

- (2) *If the Board member's remaining term is 6 months or less, no additional action will be taken.*
- (3) *If the Board member's remaining term exceeds 6 months, the Chair, at the direction of the Board will provide the Board member with a written request to consider resigning from the Board.*

**Seconded by:** P. Adolphson.

**Verbal vote:** passed unanimously.

**12. Adjournment at 5:17 pm:**

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

**Seconded by:** M. Wilimek.

**Verbal vote:** passed unanimously.

## REQUEST FOR ACTION BY PCAE BOARD OF DIRECTORS

**Date:** Tuesday, December 4, 2007

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

**From:** Virginia Katz, Board Chair

**Presented** Virginia Katz  
**By:** Board Chair

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

**General** **Select Members for the 2008 Board Nominating**  
**Subject Area:** **Committee**

**Specific** Voting for a chair and vice-chair for the PCAE Board of Directors  
**Action(s)** will take place at the January 10, 2008 Board meeting. At the  
**Requested of** December 13, 2007 meeting, members for the Nominating  
**the Board:** Committee must be selected. The Nominating Committee will  
prepare a slate of candidates for the January meeting.

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

**From:** Virginia Katz, Chair

**Date:** December 4, 2007

**Subj:** Selection of Nominating Committee

At this December meeting, we must select a three person Nominating Committee. Those folks will then put forward candidates for chair and vice-chair. The chair and vice-chair may not serve more than two consecutive one-year terms. There is no requirement that the vice-chair becomes the chair, but there is no prohibition either.

After the December meeting, the Nominating Committee selects its own chair, and (usually by phone) decides on candidates for the two positions. (Of course, the candidates have to agree to run and, if elected, to serve!)

The slate is announced in the Board packet prior to the January meeting. The election takes place at the January meeting, and the new officers take over at the February meeting.

Here are the positions we need to fill for the Committee:

1. One person to serve a one-year term – Dec. 2007 to Jan. 2008.
2. One person to serve a two-year term – Dec. 2007 to Jan. 2009.
3. One person to serve a three-year term – Dec. 2007 to Jan. 2010.

We can ask for volunteers for each slot, or we can have an election. Let's decide that at the meeting. This Board is very good about handling things in an open and honest way, so I'm sure we'll be able to do this easily. We will have to vote on the final selection of committee members, though.

Last year's committee was:

Roberta Jones

Howard Wilson (who recused himself after being asked to run for vice-chair)

Chris Wilson (no longer on the Board)

Perpich Center for Arts Education

Board of Directors Meeting

December 13, 2007

**Financial as of November 30 2007**

**General Overview**

Attached is a financial summary analysis for the agency as of November 30, 2007.

The detail provides information on dollars expended in the specific reports, reflective in state fiscal years of 2006 and 2007. Following is the current fiscal year 2008, showing the current budget, dollars obligated and expended year-to-date as of November 30, 2007. The last column provides the percent (%) of dollars expended year to date of the budget. The upper right corner indicates the percent of the current fiscal year completed is 38.90%.

Overall, the report does not reflect much change from the previous month. However, there is one noticeable change in the Gift funds. This increase shows an amount of \$15,000, which is not for use by the agency, but represents the funds from the PCAE Foundation Big Event of items paid for by credit card transactions. The PCAE Foundation does not have access to a credit card processing machine of their own so they were allowed to use ours and we refunded the monies.

The format of this information is provided for your review in two ways:

1) Agency All Funds-Combined- provides information by agency financial type of funding distribution.

-General Fund Appropriation: funds appropriated by legislation for agency operations

-Dedicated Fund Appropriation: funds received from income revenues, interagency or private grants

-Federal Fund Appropriation: funds received from federal grants

-Misc Fund Appropriation: special agency fund for teacher specific contribution retirement fund

-Gift Fund Appropriations: special agency fund given as a gift to the agency which may or may not be restricted in the use of its spending

2) Agency by Operation-All Funds-provides information by agency operational specification of use of distribution.

-Administration/Operations

-Arts High School

-Residential Services

-Learning Resource Center

-Professional Development Research

As a reminder the financial report for the January 2008 Board meeting will include more detailed information as well as graphs and charts.

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## Finance Report – 1-Page Format

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## REQUEST FOR ACTION BY PCAE BOARD OF DIRECTORS

**Date:** December 1, 2007

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

**From:** Professional Development & Research (PDR)

**Presented** Michael Hiatt, Director of PDR, and

**By:** Barbara Cox, Arts Educ. Partnership Coordinator

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

**General  
Subject Area:** **Continuation of Technology-based Professional  
Development Projects**

**Specific  
Action(s)  
Requested of  
the Board:**

We request that the Board approve the sole source contract in the amount of \$30,000, for Lisa Maren Thompson, to continue training PCAE staff, and work with them, to build and disseminate these three technology-based projects: Artful Online, Performance Lab/Video Conferencing, and Desire to Learn Courses (D2L). Thompson has worked with PCAE and Minneapolis Schools' technology staff in all developmental stages of these projects. The work is an extension of existing technology projects, and this sole source contract will assure the continuity and completion of the current projects. In addition, the work will build the capacity of Center staff to undertake and successfully complete similar efforts in the future without the need for a contractor.

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# PROFESSIONAL/TECHNICAL

## CONTRACT SINGLE SOURCE REQUEST FORM

**Submit to: Department of Administration, Materials Management Division, Professional and Technical Service Contracts, 112 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155. This form should be submitted with the Professional/Technical Contract Certification form for all contracts over \$5,000.**

<b>DEPARTMENT</b> Perpich Center for Arts Education	<b>DIVISION</b> Professional Development & Research Group
<b>PROPOSED CONTRACTOR</b> Name of company and contact person: Lisa Maren Thompson Address: 1127 Blair Ave St. Paul, MN 55104 Telephone: 651 917-3527 Web Address (if available):	<b>CONTRACT PERIOD</b> December 30, 2007_to June 30, 2008  <small>*Note: According to Minn. Stat. 16C.08 Subd. 3(5), the combined contract and amendment cannot exceed five years, unless otherwise provided for by law. The term of the original contract must not exceed two years unless the commissioner determines that a longer duration is in the best interest of the state. If you are requesting that the original contract length be longer than two years, please attach a written justification.</small>
	<b>CONTRACT PRICE</b> \$30,000

**DESCRIPTION OF SERVICE REQUIRED:** Artful Online is a multi-year blended online professional development project of the Perpich Center for Arts Education, designed to disseminate professional development in and through the arts to k-12 educators and students in the state of Minnesota.

In 2002, a technology based dissemination project began, funded in part by a grant to PCAE from the McKnight Foundation and Artful Teaching and Learning, a four-year project funded by the U.S. Department of Education Arts Education Model Development and Dissemination Grant Program, jointly undertaken by the Perpich Center for Arts Education (PCAE) and the Minneapolis Public School District (MPS).

Also, in 2002, a video conferencing project began in partnership with the Performance Lab (TPL), an online dance education resource developed by Rick Hauser, Dance Educator and founding director of the TPL in the Twin Cities.

PCAE and MPS staff and a team of designers synthesized arts-based and inquiry-based learning approaches and carefully captured the learning that was taking place in several arts education initiatives, especially the Minneapolis Public Schools' Arts for Academic Achievement program and the Perpich Center's Arts and Schools as Partners program. In 2007, the Artful Online project served as a repository for workshop agendas and learning objects developed through the Video Conferencing/Performance Lab project and other Perpich Center programs such as Art Courses for Educators (ACE) Dance, Theater, Comprehensive Arts Planning Program (CAPP), and Multicultural Voices Initiative (MCV).

Artful Online is currently being used by PCAE program coordinators, staff from the Curriculum and Instruction department of MPS, and other Arts Education programs in Minnesota to deliver blended online professional development around curriculum planning, lesson analysis and standards based curriculum models. Dissemination includes two statewide conferences, MPS Staff Development for Arts Specialists, and other staff development workshops around the state.

Additional Perpich Center programs, such as Art Courses for Educators (ACE Dance, Media, and Theatre), CAPP, Multicultural Voices Initiative and Artist to Artist, are developing content and archival resources to provide a more comprehensive online professional development resource that encompasses all art areas and arts integration, central to programs of the Perpich Center and responding to the needs of k-12 educators and students around the state. In addition, the Video Conferencing/Performance Lab project and the Desire to Learn course development project (MNSCU collaboration) have been linked to Artful Online with plans to integrate more fully the three technology based resources. This will require ongoing building for the school year and additional design elements for improved access and dissemination to rural, suburban and urban areas.

Consultant will work with PCAE staff to plan, review archived resources, build content online, train program staff in building content, leading blended online sessions, and implement a series of internet-based professional development lesson segments, workshops, and resource archives to PCAE program participants so that the Artful Online, D2L and Video Conference/Performance Lab projects can be used to strengthen quality teaching in and through the arts in Minnesota schools.

Tasks:

*Consultant will work with PCAE staff and collaborating partners to:*

Update building processes and design elements of the Artful Online infrastructure available on MPS online software platform (150 hours)

Design content for Artful Online as it relates to other technology based projects (D2L, Video Conferencing) (75 hrs)

Provide Artful Online building training for PCAE staff (25 hours)

Facilitate various working groups of the PCAE technology based projects, with a focus on Artful online and other PCAE programs (25 hours)

Build workshops, lessons, and student work exemplars on the MPS Online Cosmos software platform that align with PCAE program needs and timelines (150 hours)

Serve as primary contact between PCAE staff, MPS Online staff, and other technology project consultants (25 hours)

Assist program staff with development, implementation and documentation of the Perpich Center technology based projects (25 hours)

Assist program staff to implement professional development and leadership training through technology based projects for PCAE staff and program participants (25 hours)

Assist the reporting and documentation efforts integrating Artful Online, Video Conferencing and D2L Workshop projects. (100 hours)

**I. SINGLE SOURCE CATEGORY** (Check applicable box, attach documentation or provide explanation below.)

☐ Legislation or appropriation mandates use of contractor (Legislation attached)

☐ Expert witness required by AGO (attach documentation)

☐ Mailing lists, subscriptions or media advertising

☐ Warranty voided if service provided by other contractor

☐ Software license renewals, additions or upgrades available from only one source

☐ Brand compatibility available from only one source

☐ Other proprietary situation

☒ Other

**THIS PROCURMENT IS A SINGLE SOURCE BECAUSE** (attach additional page if needed):

Contractor is knowledgeable of both the content of the professional development programs of the Perpich Center for Arts Education, has been instrumental in the development of the existing lesson library and online resource materials, is trained as a builder for MPS Online, and has an established working relationship with Perpich Center program and technology staff and MPS Online Department program staff. The work is an extension of an existing project and this sole source contract will assure the continuity of the completion of existing and extended work of the Artful Online and Video Conferencing projects. In FY08, two Perpich Center programs are piloting Artful Online as an integral professional development resource for program participants. Additional Perpich Center programs including Arts High School staff are in the process of building technology-based resources for student courses and program partner resources. An AP Art History Course, Writing in Pictures Course is already developed through the Desire to Learn partnership with MNSCU. Artful Online will serve as the repository for technology based professional development resources as part of the Perpich Center's mission to serve all geographic regions of the state, particularly areas of geographic and/or scheduling constraints.

**Internal execution is not feasible, as the Center does not employ enough qualified staff members to carry out the duties required. Through this sole source contract, Center staff will build the capacity to continue this work in the future without the need of a contractor.**

**I. NOTE: The following are unlikely to be sufficient single source justifications:**

- ◆ Personal or agency preference for a contractor
- ◆ Agency perception that the vendor is the best qualified (this should be determined through a competitive process)
- ◆ Lack of agency planning resulting in limited time to conduct a competitive procurement
- ◆ Past or existing relationship with the vendor
- ◆ Special incentive or deal offered (can be assessed in open and competitive solicitation)
- ◆ Agency convenience

<b>SEARCH</b> (Check applicable boxes and describe as indicated.)	
<b>II. <input checked="" type="checkbox"/> No search was conducted or necessary because (explain):</b> Work is an extension of an existing project. Contractor was selected through an informal RFP process in 2005 and 2006 to work as a peer coach for PCAE programs to deliver professional development to program sites and to work with PCAE staff to design content for an online learning project, collect and archive materials for the online project and provide technical assistance to other PCAE staff.  A search was conducted consisting of: (check all that apply) <input checked="" type="checkbox"/> Market research <input checked="" type="checkbox"/> Other vendors contacted <input checked="" type="checkbox"/> Public notice given <input checked="" type="checkbox"/> Other	<b>RESULTS</b>  <b>AFTER THE SEARCH...</b>  <input checked="" type="checkbox"/> no alternatives were identified  <input checked="" type="checkbox"/> no alternatives were deemed acceptable (explain below)
<b>III. Description of search identified above:</b>	

<b>PRICE</b> (Check applicable boxes and provide description below.)	
<b>Price has been fairly and reasonably established by:</b> <input checked="" type="checkbox"/> Independent estimate <input checked="" type="checkbox"/> Comparison to public sector contract pricing <input checked="" type="checkbox"/> Comparison to previous comparable pricing	<input checked="" type="checkbox"/> Discount off published price <input checked="" type="checkbox"/> Market survey <input checked="" type="checkbox"/> Other
<b>Describe methodology &amp; results</b> (attach any written supporting data, e.g., survey or market analysis): N/A	

<b>CERTIFICATIONS</b>	
I certify: <ol style="list-style-type: none"> <li>1) I recognize that state law requires the use of competitive solicitations unless exempted by law. I have reviewed the information and materials relevant to this procurement of services and am requesting approval of an exception to the competitive process for the reasons described.</li> <li>2) The price to be paid to the proposed single source contractor is fair, reasonable, and provides the best value to the State of Minnesota; and</li> <li>3) This request for an exception to the competitive solicitation process is not the result of inadequate advance planning or for purposes of securing the services of a preferred contractor.</li> </ol>	
<b>Agency Head/Delegate Signature</b>	<b>Date</b>

## 1. Arts Education Model Development and Dissemination Grant Program (AEMDD)

**PROGRAM DESCRIPTION** –AEMDD Grant Program expected to open in December 2007. The program supports the enhancement, expansion, documentation, evaluation, and dissemination of innovative, cohesive models that demonstrate effectiveness in:

- Integrating into and strengthening arts in the core elementary and middle school curricula;
- Strengthening arts instruction in those grades; and
- Improving students' academic performance, including their skills in creating, performing, and responding to the arts.

### TYPES OF PROJECTS

Grants are designed to enable Local Education Agencies and organizations with arts expertise to develop materials for adapting or replicating comprehensive approaches to integrate arts disciplines—such as music, dance, theater, and visual arts, including folk arts—into the elementary and middle school curricula.

Funding anticipated: \$225,000-\$275,000/year for up to four years. No match required.

Funds must be used to:

- Further the development of programs designed to improve or expand the integration of arts education in elementary or middle school curricula;
- Develop materials designed to help replicate or adapt arts programs;
- Document and assess the results and benefits of arts programs; and
- Develop products and services that can be used to replicate arts programs

The Perpich Center would like to develop an application based on: *A Framework for Total Arts Learning. The expected result would be increased student achievement in and through the arts. The Perpich Center proposes a statewide, student-centered, standards-based system for assessment and evaluation of learning in and through the arts, to strengthen and expand current PDR programs. Elements of the proposal could include:*

- Focus on Minnesota Academic Standards in the Arts and other subject areas
- Stiggins' alignment process to clarify classroom and district learning goals
- Partnerships with arts and education organizations and artists
- District assessment mapping and curriculum mapping, including arts integration
- Job-embedded staff development to design and test district and classroom assessment and evaluation of learning
- Collaborative comparability processes to build teacher knowledge and increase reliability of teacher evaluations of student work
- Video documentation and Lesson Study

The application would propose that we work with selected districts representing a range of size, student population, and geographical locations and employ a broad spectrum of dissemination approaches in collaboration with partners including the Minnesota Department of Education, the Minnesota State Arts Board and other state and regional organizations and schools.

**2. Professional Development for Arts Educators Grant Program (PDAE)** expected to open in December 2007 and require no cash match.

### **PROGRAM DESCRIPTION -**

This program supports the implementation of high quality professional development model programs in elementary and secondary education for music, dance, drama, and visual arts educators.

### **TYPES OF PROJECTS**

*Projects include professional development programs for teachers working in high-poverty schools. Designed for K-12 arts teachers, programs must focus either on the development, enhancement, or expansion of standards-based arts education programs or on the integration of standards-based arts instruction with other core academic area content.*

### **The Perpich Center would like to develop a proposal for: Arts and Motivation to Learn**

*The Perpich Center is the current recipient of a PDAE grant from the US Department of Education in the amount of just under a million dollars. We are in our third year of implementation and would like to be able continue the work with high poverty schools. Research and evaluation of the program so far have shown that clear learning goals, incremental student-centered curriculum and instruction, clear criteria for good work and collaborative review of evidence of learning increase student achievement.*

*Research also indicates that there are a couple areas where differences in approaches are helpful with high poverty schools. Students need multiple opportunities for performance prior to summative evaluation. A focus on the artistic foundations and deferred evaluation appear to help student achievement. Strategies that we would like to pursue with high poverty schools include district-based small learning communities and in-school laboratories.*

*Professional development through this grant will help teachers design and test these and other approaches to teaching and learning in and through the arts. The Perpich Center will work to inform and equip teachers with research-based teaching practices and offer a statewide forum to highlight the teaching practices most successful in raising student achievement in and through the arts.*

### **3. CAREI Collaborative Grant**

The Perpich Center is a member of the Center for Applied Research and Educational Improvement (CAREI). As a member we are eligible to apply for small collaborative grants of up to \$4,000 to pursue an action research question important to the member organization.

This question is collaboratively designed and implemented with a professor from the Univ. of Minnesota. The deadline for application is January 15, 2008 for implementation spring semester.

The topics we are interested in exploring as we develop this proposal are data collection and accountability for Perpich Center programs.

**Perpich Center for Arts Education  
Managers Financial Report**

**Percent of Year Completed**

**38.90%**

Active Allotment Account Balances As Of: 11/30/2007 (Including Salary Expenditures for Pay Periods Ending On or Before: 11/13/2007)

Program: 01 - 01 BACT: 01 - 01 MACT: 100 - 500 Fund: 100 - 690

Obligated Amounts for Object Classes 1A0 and 1B0 are Current Modified Payroll Obligation Amounts from SEMA4

<b>AGENCY ALL FUNDS-Combined</b>							
		Expended FY06	Expended FY07	Current FY08 Budget	Current FY08 Obligations	Current FY08 Expended YTD	%of Budget Expended YTD
General Fund Appropriations	Total 100 Fund	\$6,210,629.79	\$7,045,308.01	\$6,929,000.00	\$4,287,983.00	\$2,326,660.00	34%
Dedicated Fund Appropriations	Total 200 Fund	\$884,898.88	\$1,143,362.23	\$1,246,105.00	\$469,305.00	\$241,819.00	19%
Federal Fund Appropriations	Total 300 Fund	\$108,205.42	\$335,100.58	\$545,609.00	\$287,837.00	\$90,723.00	17%
MISC Fund Appropriations	Total 610 Fund	\$18,666.00	\$17,669.00	\$30,000.00	\$0.00	\$5,776.00	19%
Gift Fund Appropriations	Total 690 Fund	\$47,942.58	\$5,525.16	\$57,090.00	\$4,500.00	\$12,044.00	21%
Grand Totals	All Funds	\$7,270,342.67	\$8,546,964.98	\$8,807,804.00	\$5,049,625.00	\$2,677,022.00	30%

<b>AGENCY BY OPERATION-ALL FUNDS</b>							
		Expended FY06	Expended FY07	Current FY08 Budget	Current FY08 Obligations	Current FY08 Expended YTD	%of Budget Expended YTD
ADMINISTRATION	MGMT 100	\$2,088,758.33	\$2,585,037.59	\$2,456,466.00	\$1,378,722.00	\$879,412.00	36%
ARTS HIGH SCHOOL	MGMT 200	\$2,750,398.60	\$2,865,281.83	\$3,298,803.00	\$1,984,150.00	\$930,934.00	28%
RESIDENTIAL	MGMT 300	\$757,279.55	\$768,740.96	\$783,314.00	\$499,974.00	\$261,622.00	33%
LEARNING RESOURCE CENTER	MGMT 400	\$114,697.08	\$140,182.10	\$151,212.00	\$89,629.00	\$48,143.00	32%
PROFESSIONAL DEVELOPMENT RESEAR	MGMT 500	\$1,559,209.11	\$2,187,722.50	\$2,118,009.00	\$1,097,150.00	\$556,911.00	26%
Grand Totals	ALL MGMTS	\$7,270,342.67	\$8,546,964.98	\$8,807,804.00	\$5,049,625.00	\$2,677,022.00	30%

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

**Board of Directors  
Board Meeting Minutes  
for January 10, 2008**

**3:00 PM in the "Large Glass Box" of GAIA**

**1. Meeting Call to Order**

V. Katz, PCAE Board Chair, called the meeting to order at 3:04 pm.

**2. Roll Call and Introductions**

**Members Present:** Denis Biagini, Robert "Bob" Brandt, Margaret "Maggie" DiBlasio, Ardythe "Ardie" Gallant, Penny Johnson, Virginia Katz, Sonja Peterson, Alex Plechash, Dorothy Suomala, Howard Wilson, KaiMay Yuen-Terry.

**Excused:** Peter Adolphson, Bari Amadio, Roberta Jones, MaryAnne Wilimek.

**Guests Present:** Students: Gracie Anderson, Emily McKown, Corey Nystrom (alum), Natasha Brownlee, Michael James Spaulding, Adrienne Lanz, Jasmine Carroll, Theresa Nguyen, Marianna Jordan McGee, Rachel Miller, Faith Boblett, Kirsten Goldstein, Staff: (from PDR:) Nyssa Brown, Barbara Cox, Mike Hiatt, (from AHS:) João Bichinho, Tom Carlson, Bev DeVos, Bob Frey, Trina Keller, Tory Peterson, Mary Pietruszewski, Alice Woog, (from Admin:) Deb Ambright, Nathan Davis, Larry Etkin, Holly Folkers, Steve Greenberg.

**Special Thanks to:** Students: Danny Lebowitz, Ali Smith, and Kaitlyn Albrecht, all members of the dormitory Cooking Club, for baking tasty pastries for the Board to eat at this meeting!

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

**Motion by:** P. Johnson to approve agenda for this meeting with the following addition:

*Add item 10A For Action: Approval of a Personnel Committee-recommended salary increase for Executive Director Nathan Davis.*

**Seconded by:** Maggie DiBlasio.

**Verbal vote:** passed unanimously.

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

**Motion by:** S. Peterson to approve 12/13/07 minutes with the following changes:

On bottom of page 5 of minutes, remove **Note** about Mike Hiatt receiving an award as *Supervisor of the Year* from Art Educators of Minnesota.

Rationale for this deletion is that the information about the award was not mentioned during the meeting.

The Board accepted the deletion and asked that Hiatt's award be mentioned here to be part of the record (these minutes) for the January 10 Board meeting.

**Seconded by:** D. Suomala.

**Verbal vote:** passed unanimously.

**5. For Action:** Board approval of addition to October 2007 Board minutes.

**Motion by:** S. Peterson to approve the following addition to Section 7, Subsection O of the October 2007 Board minutes:

The Board Development Committee has decided their committee alone will serve as the group to oversee the strategic planning process to be conducted by Stephen Ward Associates (SWA).

**Seconded by:** P. Johnson. **Verbal vote:** passed unanimously.

**6. For Information:** Finance Report.

PCAE Finance Chair A. Plechash and Finance Director D. Ambright presented report reflecting PCAE financials from 07/01/07 through 12/31/07.

Highlights:

1. Presenters and those present had no questions or areas that required specific mention.
2. Board praised the format of this longer (quarterly) report.

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

Highlights of information added at the Board meeting:

1. Exec. Director N. Davis mentioned that exiting Maintenance Worker Rey Revalo has done wonderful work for Perpich.
2. Davis indicated that throughout his report, Board members should note a variety of items that reflect the terrific work of Valerie Osborn, PCAE HR Director.
3. Although ~\$150K is needed to reinforce some areas of concrete of GAIA building, the areas do not pose a safety risk.
4. PCAE has played a significant role in the areas of licensure and certification of K-12 teachers in Minnesota.

**8. For Information:** Announcing the slate for election of a Board chair and vice-chair.

The Nominating Committee [B. Brandt (chair), D. Biagini, and A. Plechash] announced that the ballot for voting at the February 14 Board meeting will include Howard Wilson for Board Chair and Maggie DiBlasio for Board Vice-chair. The ballot will also have a blank space under each voted position for write-ins. The

officers elected in February will serve their terms from adjournment of the February 2008 meeting through adjournment of the February 2009 Board meeting.

**Note:** At December 2008 Board meeting, Board Chair should add a member to the Nominating Committee to fill the space for a member of the Committee whose term is to last for one year.

**9. For Information:** Public Comment at approximately 4:30.

Two spokespeople for the students present—Emily McKown and Preston Palmer—read a statement written by a group of students. McKown and Preston emphasized that between the time the statement was created and the date of this January Board meeting, communication and other aspects mentioned in their statement had improved. They asked the Board to keep this in mind as they listened to the students' statement.

Highlights of the statement:

1. It emphasized the importance of communication—that sometimes decisions were made at either the Board or administrative level, and students would have liked more information throughout the process. McKown and Palmer interjected the reminder that they have already seen improvement in communication.
2. It included a description of an incident in which AHS Director A. Woog confronted students who were lying down on a floor in the high school building. The students involved felt Dr. Woog was insensitive to their desire and right to lie on the floor.
3. It mentioned that students perceived a lack of stakeholder input in the decision to extend the AHS Director's contract from one year to three years.

**10. For Action:** Approval of an external consultant to perform a Human Resources audit focusing on staff treatment at PCAE. (Such an audit is stipulated by Board policy to occur on alternating years.)

**Motion by:** Personnel Committee to enter into a contract with Stephen Ward Associates (SWA) to perform the HR audit. The Committee chose SWA due to the thoroughness and content of their proposal for the audit.

**Seconded by:** D. Biagini.

**Verbal vote:** passed unanimously.

Notes:

1. The HR audit is essentially a review of the extent to which *Executive Limitations Policy #2: Staff Treatment* is being followed and is working.
2. SWA anticipates performing the audit in four days, to-be-completed in late January or early February.

3. Personnel Committee will report on audit at February or March Board meeting.

**10A. For Action:** Approval of a Personnel Committee-recommended salary increase for Executive Director Nathan Davis.

**Motion by:** Personnel Committee to increase Dr. Davis's hourly salary by 3.25% which brings the total annual salary from \$105,130 to \$108,555.12, retroactive to the beginning of the current fiscal year (July 1, 2007).

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

**Verbal vote:** passed unanimously.

**11. For Information:** General overview of Arts High School and the dormitory, followed by presentations in the areas of English, Theater, Social Studies, and Foreign Language.

Highlights:

1. Dr. Woog's comments:
  - a. From fall 2007 to January 1, 2008, number of students enrolled decreased from 288 to 279 students, due to homesickness, family issues, desire for more Advanced Placement courses, and personal issues.
  - b. Out of 143 high school seniors this year, 100 have been applying to post-secondary institutions.
  - c. Deadline for applications for the 2008/2009 academic school year is February 1, 2008.
  - d. Woog expressed appreciation to students and faculty who have volunteered and helped at the Informational Sessions (AHS introductory/overview meetings for families and students who are thinking of applying to the School for the 2008/2009 year).
  - e. 45-50 AHS alumni attended the alumni day (Wednesday, January 9), representing classes from as far back as 1987. Woog asked them to be ambassadors for AHS.
  - f. Woog mentioned she would relay to SWA consultants the comments made by visiting alumni that might be relevant to data being collected for current strategic planning purposes at PCAE.
  - g. The new AHS newsletter *Connections* will be quarterly and sent to Perpich employees and High School parents.
2. Presentations on academic areas and dormitory life followed Dr. Woog's report. Trina Keller talked about French and other language classes, Tom Carlson talked about English instruction, Bob Frey and João Bichinho talked about Social Studies, Theater instructor Tory Peterson talked about collaborating with Bob Frey in Social Studies, and Mary Pietruszewski, Director of

Residential Programs, talked about dorm life. Students helped present along with faculty.

(After each area presented, the applause from the Board members and guests in the room was spontaneous and loud!)

For the February Board meeting, Theater student Gracie Anderson will be invited to perform an acting piece that she'll be using for auditioning purposes.

- 12. For Information:** PowerPoint presentation shown in November 2007 by Pam Paulson and Nathan Davis to Minnesota Legislative Subcommittee on Expectations and Accountability.

Due to lack of time, this agenda item will be moved to the February 2008 Board meeting agenda.

- 13.** Adjournment at 5:08 pm.

Chair Katz then moved the Board into executive (closed) session per Minnesota Statute 13D.05 for discussion of a personnel issue.

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

**CC:** Stephen Ward Associates:

Stephen Ward  
Jane Nakken

Administrative Leadership &  
Programmatic Leadership Teams:

Nathan Davis, Exec. Director  
Deb Ambright, Finance Dir.  
John Engel, Technology Dir.  
Larry Etkin, Communications Dir.

Mike Hiatt, Director of PDR  
Pam Paulson, Senior Dir. of Policy  
Alice Woog, AHS Director

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

**Date:** December 6, 2007

**Subj:** **Board Booklet & Enclosures for January 10, 2008 Board Meeting**

Enclosed please find the agenda and booklet for the January 10, 2008 PCAE Board Meeting in the "Large Glass Box" of the GAIA (PDR) Building.

Following the booklet, you'll find two other enclosures: a copy of *AHS Connections* and the pamphlet *Arts High School Post-Secondary Information*.

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January 2008 Board Booklet**

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**Perpich Center for Arts Education**  
**AGENDA**  
**for PCAE Board Meeting**  
**3:00 PM on Thursday, January 10, 2008**  
**Large Glass Box in GAIA (PDR) Building**

Two Board committee meetings will precede the full Board meeting:

- **Board Finance Committee**, beginning at 1:00 pm in GAIA Room 208: A. Plechash (Chair), P. Adolphson, A. Gallant, and P. Johnson.
- **Board Personnel Committee**, beginning at 2:00 pm in GAIA Room 205: S. Peterson (Chair), B. Brandt, and P. Johnson.

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 December 13, 2007 Board meeting.  
Pages 1-6 in Board booklet.
5. **For Action:** Board approval of addition to October 2007 Board minutes.  
Presenter: Virginia Katz, Board Chair.  
Page 7 in Board booklet.
6. **For Information:** Finance Report.  
Presenters: Alex Plechash, Finance Committee Chair,  
Deb Ambright, PCAE Finance Director.  
Pages 9-28 in Board booklet:

General Overview -	pages 9-10
Managers' Financial Reports -	pages 11-16
Charts & Graphs -	pages 17-28
7. **For Information:** Executive Director's Report.  
Presenter: Nathan Davis, PCAE Executive Director.  
**Handout(s) will be distributed at Board meeting.**

Agenda continued on next page ➡

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8. **For Information:** Announcing the slate for election of a Board chair and vice-chair.

Presenter: Bob Brandt, Chair, Nominating Committee.

- a. At the January 2008 Board meeting, the Nominating Committee will announce candidates for Board chair and vice-chair,
- b. At the February 2008 Board meeting—the *annual meeting*—the Board will vote for a new chair and vice-chair, and
- c. The newly elected chair and vice-chair will serve from adjournment of the February 2008 meeting through adjournment of the February 2009 meeting.

9. **For Information:** Public Comment at approximately 4:30.

Anyone who wishes to address the Board may do so at this time. Please limit remarks to five minutes. If possible, please notify Board Chair Virginia Katz in advance of meeting of your intent to address the Board during this agenda item. However, anyone who is unable or does not wish to provide advance notice is nevertheless invited to address the Board at this time.

10. **For Action:** Approval of an external consultant to perform a Human Resources audit focusing on staff treatment at PCAE. (Such an audit is stipulated by Board policy to occur on alternating years.)

Presenter: At the January 10 meeting, Sonja Peterson, Personnel Committee Chair, will report the Committee's recommendation of a consultant to the Board.

Page 29 in Board booklet.

11. **For Information:** General overview of Arts High School and the dormitory, followed by presentations in the areas of English, Theatre, Social Studies, and Foreign Language.

Presenters: AHS Director Alice Woog, with staff and students.

Page 31 in Board booklet, and

AHS's new quarterly newsletter, *AHS Connections*, is enclosed along with the Board booklet in the January mailing.

12. **For Information:** PowerPoint presentation shown in November 2007 by Pam Paulson and Nathan Davis to Minnesota Legislative Subcommittee on Expectations and Accountability.

Presenters: Sr. Director of Policy Pam Paulson, and  
Executive Director Nathan Davis.

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

13. Adjournment.

☞ Board Chair Virginia Katz will call the Board into Executive (closed) Session after adjournment.

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

**Board of Directors  
Board Meeting Minutes  
for December 13, 2007**

**3:00 PM in the "Large Glass Box" of GAIA**

**1. Meeting Call to Order**

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

**2. Roll Call and Introductions**

**Members Present:** Peter Adolphson, Bari Amadio, Denis Biagini, Robert "Bob" Brandt, Margaret "Maggie" DiBlasio, Ardythe "Ardie" Gallant, Penny Johnson, Virginia Katz, Sonja Peterson, Dorothy Suomala, MaryAnne Wilimek, and KaiMay Yuen-Terry.

**Excused:** Roberta Jones, Alex Plechash, and Howard Wilson.

**Guests Present:** Students: 21 students among whom Preston Palmer & Kelsey Groenke were spokespeople for the group. Parent: Pamela Lanz. Consultants: Jane Nakken, Stephen Ward (both from Stephen Ward Associates), Staff: (from PDR:) Diane Aldis, Dave Beaman, Nyssa Brown, Barbara Cox, Mike Hiatt, (from AHS:) João Bichinho, Christina Colvin, Alice Woog (AHS Dir), (from Admin:) Deb Ambright (Finance Dir), Nathan Davis (Exec Dir), Larry Etkin (Communications Dir), and Steve Greenberg (taking minutes).

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

**Motion by:** D. Biagini to approve agenda for this meeting.

**Seconded by:** B. Amadio.

**Verbal vote:** passed unanimously.

Later in meeting, Chair Katz asked that agenda be amended to insert new item #13 *Update by Personnel Committee* on coordinating an HR (staff treatment) audit of the Center. Existing item *Adjournment* thus became #14.

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

**Motion by:** B. Brandt to approve 11/08/07 minutes with the following changes:

On page 7 of minutes, change items 11-2a thru 11-2c from:

- a. *Be a request for approval:*
- b. *Exempt the Executive Director from subsequent Board judgment of the action.*
- c. *Impede any executive decision.*

to this corrected version (changes in **bold**):

- a. *Be a request for approval,*
- b. *Exempt the Executive Director from subsequent Board judgment of the action, nor*
- c. *Impede any executive decision.*

**Seconded by:** A. Gallant.

**Verbal vote:** passed unanimously.

**5. For Action:** Selection of Nominating Committee.

**Motion by:** S. Peterson to approve the following new members and chair:

- B. Brandt, for a 1-year term,
- D. Biagini, for a 2-year term, and
- A. Plechash, for a 3-year term, with Brandt chairing the committee for the current year.

**Seconded by:** D. Suomala.

**Verbal vote:** passed unanimously.

**6. For Information:** Finance Report.

PCAE Finance Director D. Ambright presented report in absence of A. Plechash, Finance Committee Chair.

Highlights of information added at the Board meeting:

1. N. Davis will contact Plechash to arrange a Finance Committee meeting before January 10, 2008 Board meeting.
2. Energy costs at Perpich have been increasing. Per Ambright, Center financials are reflecting these increases to be able to show the State Legislature that PCAE needs to budget for higher energy expenses.
3. D. Biagini asked if Perpich has a 5-year capital-spending plan. A *Campus Master Plan* was created in the late 1990s. The current (FY 2008) capital-bonding request includes funding to update the *Plan*.

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

Highlights of information added at the Board meeting:

1. Exec Director N. Davis noted the mention in the *PCAE Foundation Update* of the "engagement of the Minneapolis law firm of Fredrikson & Byron to handle specific government relations activities on a pro-bono basis for PCAE." The Board's Legislative Liaison Committee will be consulted regarding the work of this law firm.
2. The community focus group meeting for PCAE Strategic Planning in Marshall, MN on January 14 will take place at the Marshall Area Fine Arts Center. [Note: A few days after this Dec. 13 Board meeting, the date of the Marshall Strategic Planning meeting was changed to Thurs., Feb. 7, 2008.]

## 8. For Information: Update on Strategic Planning.

### Highlights of information added at the Board meeting:

1. Board member M. Wilimek, a major planner of the community forum in Bemidji, emphasized, "Serve food!" in recognition of fact that, due to the meeting time, some attendees showed up without having eaten dinner, thinking there would be more refreshments.
2. Wilimek also indicated that if there are specific people who are identified as probably strong contributors, it helps to phone and invite them personally.
3. M. DiBlasio pointed out that sending community meeting invitations to a random or general sampling from Perpich databases skews the attendance to people who have something they want or need to say, instead of bringing in individuals who are key community, education, and/or arts figures.
4. As another phase of data gathering, Stephen Ward Associates (SWA) plans to perform 20 interviews of as-yet-to-be-chosen key informants.
5. SWA also plans to interview each Board member, possibly around the time of the Board retreat, which could be in March.

**Suggested:** Have the Board retreat the day after a monthly Board meeting to benefit members who come a great distance to attend PCAE meetings.

## 9. For Information: Public Comment at approximately 4:00.

When Chair Katz announced this agenda item, nobody came forward to speak. Later, two spokespeople for the group of students in attendance asked that they be able to address the Board following agenda item #10—they weren't ready to speak earlier.

After item #10, Katz explained the students' request and asked the Board if they were amenable to re-visit the Public Comment agenda item. The Board voiced approval.

### Highlights:

1. Kelsey Groenke's comments focused upon opening up communication between the Board and student body. She endorsed the *open forum* setting, and also invited Board members to attend student government meetings.
2. Preston Palmer emphasized the importance of letting students know why specific decisions are being made, pointing out that, "We're not just moving through [this school], we'd like to be more involved."
3. K. Yuen-Terry suggested that the Board could open a dialogue with students and listen to their concerns when making decisions affecting the high school.
4. B. Brandt encouraged members of student government to invite Perpich staff to government meetings.
5. Parent Pamela Lanz expressed concern about the direction of the Arts High School; she believes that the, dorm provides a good experience for students

with open communication, but she feels that this is not the case in the school. She said Board members should realize, "Kids are here for a level of respect."

6. Students requested that the Public Comment be scheduled at 4:30 p.m. instead of 4:00. (Chair Katz agreed that this could be done.)
7. Future agendas will invite anyone who wants to speak during Public Comment to let the Board chair know in advance, with the understanding that this is not a pre-requisite to being able to address the Board during a Public Comment—anyone may speak even if s/he hasn't notified the chair.
8. Chair Katz reminded the students that the Board does not micro-manage the school, and in general does not set specific policies. The case for requiring the Pledge of Allegiance was specifically voted on by the Board because state law requires the Board to do so. However, in most other matters, just as in a public school system, the school board (in this case the PCAE Board of Directors) selects the superintendent (in this case the PCAE Executive Director) who then hires the principals and faculty and it is these groups who establish the rules.

**10. For Action:** Approve sole source contract to work with and train PDR staff around three technology-based projects.

- PDR Director M. Hiatt noted that PDR and the Artful Online program are working to make PCAE show up when users search for "art" or "education" on Google.

**Motion by:** P. Adolphson that the Board approve a sole source contract in the amount of \$30,000 for Lisa Maren Thompson to work with and train PDR staff to build and deliver the following three technology-based projects: Artful Online, Performance Lab/Video Conferencing, and Desire to Learn Courses (D2L). See below for more specific task delineation.

**Seconded by:** M. Wilimek.

**Verbal vote:** passed unanimously.

**Specifically:**

Consultant will work with PCAE staff to plan, review archived resources, build content online, train program staff in building content, leading blended online sessions, and implement a series of internet-based professional development lesson segments, workshops, and resource archives to PCAE program participants so that the Artful Online, D2L and Video Conference/Performance Lab projects can be used to strengthen quality teaching in and through the arts in Minnesota schools.

**Tasks:**

Consultant will work with PCAE staff and collaborating partners to:

1. Update building processes and design elements of the Artful Online infrastructure available on MPS online software platform (150 hours)

2. Design content for Artful Online as it relates to other technology based projects (D2L, Video Conferencing) (75 hrs)
3. Provide Artful Online building training for PCAE staff (25 hours)
4. Facilitate various working groups of the PCAE technology based projects, with a focus on Artful online and other PCAE programs (25 hours)
5. Build workshops, lessons, and student work exemplars on the MPS Online Cosmos software platform that align with PCAE program needs and timelines (150 hours)
6. Serve as primary contact between PCAE staff, MPS Online staff, and other technology project consultants (25 hours)
7. Assist program staff with development, implementation and documentation of the Perpich Center technology based projects (25 hours)
8. Assist program staff to implement professional development and leadership training through technology-based projects for PCAE staff and program participants (25 hrs)
9. Assist the reporting and documentation efforts integrating Artful Online, Video Conferencing and D2L Workshop projects. (100 hours)

**11. For Information:** Update on PDR's activities during recent months.

M. Hiatt distributed a 2.5-page report summarizing the activities and progress of ten PDR programs during fall 2007. The report offers evidence of the work of PDR's Diane Aldis, Barbara Cox, Derek Phillips, Dave Beaman, Nyssa Brown, Byron Richard, and Mike Hiatt; and AHS faculty members Tom Carlson, Nancy Norwood, and Craig Farmer, to touch and influence educators and artists in schools and communities across Minnesota.

Highlights:

1. M. Hiatt invited Board members to visit PDR programs, especially when they take place in a Board member's community.  
**Action:** PDR staff will make sure Board members know when a PDR program will take place in a specific Board member's community.
2. A few Board members asked how one might audit an online AP art history class. This led to a discussion of the care necessary to plan where and when to provide such a class. PDR aims to avoid offering online courses where they might compete with local instructors and classes.
3. Hiatt noted that at the recent conference of Art Educators of Minnesota, Dave Beaman became that organization's first inductee into its Hall of Fame.  
**Note:** Days later, Beaman told S. Greenberg (admin. assistant to the Board) that, at the same conference, Mike Hiatt was named *Supervisor of the Year*.

**12. For Information:** Introduction to three PCAE grants programs.

Sr. Director of Policy P. Paulson and PDR Director M. Hiatt talked about Arts Education Model Development and Dissemination Grant Program (AEMDD), Professional Development for Arts Educators Grant Program (PDAE), and CAREI Collaborative Grant.

Paulson closed with a request that the Board voice any desires they might have around PCAE grant programs planning, awards, and reporting.

- Executive Director N. Davis suggested that staff submit to the Board a preliminary report on grants for which PCAE has applied.
  - a. Identify in the report which PCAE goal(s) the grant furthers/supports.
  - b. Provide the Board an understanding of how staff is spending time in connection with procuring grants.

**13. Update from Personnel Committee on HR Audit focused on Staff Treatment.**

Personnel Chair S. Peterson reported that the Committee met for the two hours before the full Board meeting that day, and needed more time to decide which consultant to recommend to carry out the audit. Committee will make a recommendation at January 10, 2008 Board meeting.

**14. Adjournment at 5:37 pm.**

**Motion by:** B. Brandt to adjourn.

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

**Verbal vote:** passed unanimously.

## REQUEST FOR ACTION BY PCAE BOARD OF DIRECTORS

**Date:** Wednesday, January 2, 2008

**To:** PCAE Board of Directors for the **January 2008** Meeting

**Presented** Virginia Katz

**By:** Chair, PCAE Board of Directors

**Background** ☒  
**Information:** ☐

Sent in Board packet

To be handed out at Board meeting

**General**  
**Subject Area:**

**Addition to the October 2007 Board Minutes**

**Specific**  
**Action(s)**  
**Requested of**  
**the Board:**

Approve the addition of the following sentence to Section 7, Subsection O of the October 2007 Board minutes:

The Board Development Committee has decided their committee alone will serve as the group to oversee the strategic planning process to be conducted by Stephen Ward Associates (SWA).

**Background:**

1. These minutes are in the packet that was sent to you for the November 2007 meeting. The specific section is on page 4 of those minutes.
2. In August, Stephen Ward had suggested that the group to oversee the strategic planning process consist of the Board Development Committee (BDC) plus an additional Board member and representatives from the Perpich staff/faculty. At the October meeting, the Executive Director, as part of his report, clarified that the BDC had decided that it would be the oversight body, rather than the expanded group Ward had suggested. BDC chair Bob Brandt verified this. These statements were inadvertently left out of the minutes. Brandt added the comment (which is included in Subsection O) that the BDC, in lieu of the expanded oversight group, has asked SWA to hold meetings and interviews with Perpich staff/faculty to gather pertinent strategic planning data, and that the Ward contract was being amended to include this additional work.

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Perpich Center for Arts Education

Board of Directors Meeting

January 10, 2008

**Financial as of December 31, 2007**

**General Overview**

Attached is a financial summary analysis for the agency as of December 31, 2007. You will note that this January financial report to the board is the more detailed report based on requested report scheduling.

The detail provides information only on dollars expended in the specific reports, reflective in state fiscal years of 2006 and 2007. The detail information for fiscal year 2007 has been updated as well as 2008, as of December 31, 2007, due to additional expenditures taking place in 2007 since the previous update. Following that is the current fiscal year 2008, showing details of the current budget, dollars obligated and expended year-to-date as of December 31, 2007. The last column provides the percent (%) of dollars expended year-to-date of the budget. The upper right corner indicates the percent of the current fiscal year completed is 47.40%.

Overall the report does not reflect much change from the previous month. However, there is one noticeable change in Dedicated Funds. This amount shows an increase of \$4,100 which (a) is a \$3,000 estimate for a foundation grant to the school for professional development to the Theater Department, and (b) is an additional allotment of \$1,100 in FY08 not expended in FY07 and needed in this year's budget for expenses. Adjustments to align the account established with estimates for the Foundation Big Event will take place during the month of January to provide actual numbers processed for credit card transactions.

Depending on whether the report is by Agency or Operation the format in the first two columns will be the main change in the structure of the report design, as shown below.

Description by Fund or Mgmt Name	Fund number or Management Activity #	Expenses Fy06	Expenses Fy07	Budget 08	Obligations FY 08	Exp 08	% Budget expended
General or Administration	100 fund or Mgmt 100						
Dedicated or Arts High School	200 fund or Mgmt 200						
Federal or Residential	300 fund or Mgmt 300						
Misc or Learning Resource Center	610 fund or Mgmt 400						
Gift or PDR	690 fund or Mgmt 500						
Total	Total of fund or operation-mgmt #						

continued on reverse side ➡

The format of this detailed information is provided for your review in two ways:

1) Agency All Funds-Combined: provides information by agency financial type of funding distribution.

- General Fund Appropriation: funds appropriated by legislation for agency operations,
- Dedicated Fund Appropriation: funds received from income revenues, interagency or private grants,
- Federal Fund Appropriation: funds received from federal grants,
- Misc Fund Appropriation: special agency fund for teacher specific contribution retirement fund, and
- Gift Fund Appropriations: special agency fund given as a gift to the agency which may or may not be restricted in the use of its spending.

2) Agency by Operation-All Funds: provides information by agency operational specification of use of distribution.

- Administration/Operations,
- Arts High School,
- Residential Services,
- Learning Resource Center, and
- Professional Development Research

Deb Ambright  
PCAE Finance Director

## REQUEST FOR ACTION BY PCAE BOARD OF DIRECTORS

**Date:** January 2, 2008

**To:** PCAE Board of Directors at the **January 2008 Meeting**

**From:** Board Personnel Committee

**Presented By:** Sonja Peterson  
Committee Chair

**Background Information:** ☒  
☐

Sent in Board packet  
To be handed out at Board meeting

**General Subject Area:** **External Consultant to Perform Human Resources-Staff Treatment Audit of PCAE Executive Director**

**Specific Action(s) Requested of the Board:** The Board Personnel Committee requests that the PCAE Board of Directors approve a consultant to perform a Human Resources-Staff Treatment Audit of the Center/Executive Director. Personnel Committee will finalize their choice at a Committee meeting prior to the January 10 Board meeting, and will bring its recommendation to the full Board meeting.

According to the Board policies finalized and approved on November 8, 2007, under *Board-Executive Director Relationship Policy #3: Monitoring Executive Director Performance*, the performance of the Executive Director relating specifically to *Executive Limitations Policy #2: Staff Treatment* shall be audited and reported to the Board of Directors by an external consultant in December of every odd-numbered year (the Personnel Committee began the process of selecting a consultant in early December 2007).

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Board of Directors Meeting  
January 10, 2008  
Alice Woog, Ed. D.  
Arts High School Director

1. **AHS Newsletter**—you are receiving a copy of **Connections**, a newsletter for and about the AHS. This will be prepared quarterly and sent to all parents, staff, Board members and Foundation members.
2. **Committee work**—we are continuing our work with North Central Accreditation process with an active teacher committee. Committees are being formed with AHS faculty and staff for the following areas: Technology, Staff Development, Calendar, and Master Schedule. These working committees will develop recommendations to be discussed by staff and then implemented accordingly.
3. **Academic Performance**—please refer to the attached Post Secondary Information pamphlet that provides information on college entrance test scores.
4. **Enrollment**—as of January 1, 2008 we have a total of 279 students—136 juniors and 143 seniors enrolled at the AHS. We began the year with 288 students and I will provide information on reasons for student withdrawal.
5. **Student Performances**—student performances continue to be very popular and we have had to turn away people who want to see the performances because of seating capacity. Ways to address the need for a larger performance venue are being discussed with staff and parents. Options for our spring performances will be reviewed and shared with the Board prior to our April and May performances.
6. **Student Government**—Dr. Chris Granias and Michael Borowiak will be joining efforts to enhance our Student Government Group activity. The Minnesota Association of Secondary School Principals will provide information on state and national Student Councils and support offered to Student Government groups to us. Our Student Government group continues to offer Student Forums and outreach activities to our community.
7. **Open Show**—being held on January 16 in our Gallery. Everyone is encouraged to view the exhibition.
8. **Attendance**—an update of the revised attendance recordkeeping process will be presented along with some data about attendance and how it affects academic performance.
9. **College Applications**—I will provide an update on the number of applications that have been sent to post-secondary institutions on behalf of our students.

10. **Admission Update**—the last two Information Sessions will be held on January 12 and 26 at the AHS with an 11:00 a.m. and 2:00 p.m. session offered on both days. We have had very good attendance at the sessions held at the AHS and look forward to these last two sessions being well attended.

We are in the process of creating our Review Panels for the Admission Process. The Admission Reviews will be held on March 1, March 7, March 8 and March 15 at the AHS.

All Board of Directors members are invited to observe an Admission Review. If interested, please contact Bev DeVos at 763.591.4710.

11. **AHS Program Presentations:** The following areas will be presenting information about their respective disciplines: English, Theatre, Social Studies and Foreign Language at the Board Meeting. In addition, Mary P. will provide an update on dorm activities. Both staff and students will be presenting to you.
12. **Invitation**—as always, Board of Directors members are encouraged to come and visit the AHS and see the wonderful teaching and learning opportunities that all members of our learning community experience. We look forward to your visit!

It is a privilege for me to serve as the AHS Director, and I look forward to the upcoming Board Meeting where we will showcase the outstanding work at the AHS.

### The City in Art

This work is titled The Bulletin by The Lazy Habit. The Lazy Habits were formed in 2005 and was the brainchild of one MC. They are an 8 piece Hackney. This artist is telling about the tough lives and big dreams that many people have had. It tells of bright city lights blinding your eyes and looking up the very few stars that are visible at night in the city. The role of the city in this piece is to show how hard of a life some people live in the city but make the best of it. The struggle of the city creates different people and lets many of them create a life full of many different things whether they are good or bad. It is a beautiful city filled with bright lights and fantastic creations but looking up at the stars at night in the city is a fantastic thing to have but the life there can be tough to live and you can live a full life there and create something beautiful and well loved. It creates the image of a beautiful city filled with hardships art and many fantastic things.

<http://www.endoftheline.co/tag/shoreditch/>



## **HAPPY NEW YEAR!**

Welcome to the first edition of AHS Connections. A newsletter designed to provide information to AHS students and their families.

The newsletter will serve as another means of communicating the exciting and interesting activities of our students, staff, and school.

AHS Connections will provide information about school events, reminders to students and families, recognition of student and staff accomplishments, and other general information. The newsletter will be sent to each family on a quarterly basis. This first issue will contain a few highlights of 1<sup>st</sup> semester and information that will prove helpful as the year progresses.

## **FIRST SEMESTER**

First Semester will end on Thursday, January 17. Students are reminded to turn in all course work and begin to prepare for 2nd semester. Questions regarding 2nd semester courses should be given to Joe Lee, Dean of Students.

## **DORM HOURS**

The Dorm will close at 6:00 p.m. on Thursday, January 17 and will reopen

at 4:00 p.m. on Tuesday, January 22.

Resident students are reminded to check their room and make sure that all personal items are secured, plants are watered, etc.

## **SECOND SEMESTER — JANUARY 23**

Classes for 2<sup>nd</sup> Semester begin on Wednesday, January 23. A new semester always provides students with an opportunity to use their experiences from previous learning and apply them to the learning opportunities and challenges of new courses.

## **COMMUTER STUDENTS**

We are experiencing an increase in the number of students who are facing traffic/driving challenges. Because the traffic flow has increased due to construction and traffic volume, we will now allow students to have up to 5 traffic related tardies prior to the tardy being identified as unexcused. Students are encouraged to leave their homes 20-30 minutes earlier when there are weather conditions that affect driving. We encourage our students and staff to drive defensively at all times, but especially in inclement weather.

## **CONGRATULATIONS MEDIA**

Media students Alison Anderson and Sean Struble for being selected by the Twin Cities Youth Media Network for outstanding work in media production. Allison received the Curator's Award and Sean received the Audience Choice Award.

Maya Blevins received a merit award from the National Foundation for the Advancement of Arts.

Media teacher Nancy Norwood and three media students are working on a production entitled "Beyond Green" a 5-7 minute documentary created by students under her guidance and the direction of staff from Listen Up.

In addition, Nancy has been recognized as one of the 2008 Coca-Cola Foundation Distinguished Teacher in the Arts Awards recipients.

## **DANCE**

Dance students did a short performance of the Spoken Word in a learning lab environment at Bryant Lake Bowl.

## **MUSIC**

Music teacher Janika Vandervelde for being noted in a publication entitled Forum Notes on

her article of Music by Kids for Kids. Janika is a well known composer and musician.

### **LITERARY ARTS**

Literary Arts teacher John Colburn for being a finalist in the Surdna Arts Teachers Fellowship.

### **THEATER**

Theater teacher Tory Peterson and Spanish teacher Elaine Drivas for coordinating the Centro Performers for our students on November 5.

### **VISUAL**

Visual Arts teacher Karen Monson for her service on the Education Board for Highpoint Center for Printing.

Visual Arts teacher Colleen Brennan and English teacher Kevin Clark for their efforts in planning a summer 2008 student trip to Berlin and St. Petersburg!

### **ENGLISH**

English teacher Tom Carlson for facilitating the NAGC Gifted GLBT Action Lab that was held at PCAE on November 7. Participants were given a tour of our Agency campus, met with students, were provided a short demonstration of student arts activities (a dance, visual showing, music performance) and experienced a panel discussion with current staff Mary Harding, Tom Carlson, Mary Pietruszewski and Erin

Strauss (on leave from AHS).

### **STUDENT GOVERNMENT NEWS**

Chris Granias (Dr. G.) and Michael Borowiak, our Chemical Health Specialist, are joining forces to work with our student government group. Student government is planning several Open Forums in the months ahead and Dr. G. and Michael will provide guidance to this group. Student government provides opportunities for students to address issues and concerns at the AHS.

### **LET'S CONNECT**

Parent Advisory Committee – during our fall conferences I had an opportunity to meet several parents and discuss items of interest and concern. It is my hope to connect with more parents as the year goes on. Therefore, I am requesting parents to contact me if they would like to serve on a Parent Advisory Committee. In the past, there has been a Parent Advisory Committee (PAC) that would meet periodically with the school director and exchange ideas, address concerns, and offer input on the operation of the AHS and student activities.

Establishing a PAC with inclusive representation of our parents can be tricky due to the fact that our

parents live throughout Minnesota. However, I am hopeful that we can create a model where parents can be a part of a PAC. Listed below are dates that I would like to identify as possible meeting dates for parents. If you are interested in attending and are able to arrange this with your schedule, please email me at

[alice.woog@pcae.k12.mn.us](mailto:alice.woog@pcae.k12.mn.us)

January 17 – 3:30 – 4:30 p.m.  
February 15 – 4:00 – 5:00 p.m.  
February 19 – 3:00 – 4:00 p.m.

If you have suggestions for alternative times, please let me know. Also, I would be pleased to meet with a group of parents from a particular geographic area in our state at a location that is close to your homes.

### **INFORMATION SESSIONS**

We are pleased that our Information Sessions have been well attended this year. The final sessions are: January 12 and January 26. If you are aware of students who would benefit from an experience at the AHS, or if you talk with friends or relatives who have juniors or seniors in their family and have talent that would be further developed and enhanced by their attending the AHS, please let them know about the upcoming sessions. They are held at the AHS and on both days there is an 11:00 a.m. and 2:00 p.m. session.

## **LATE STARTS OR EARLY RELEASES**

During the winter months we may experience inclement weather that will cause us to start our day 1 or 2 hours late, or release our students early. Please make it a point to listen to WCCO Radio or check WCCO, KSTP or KARE 11 TV for the latest school announcements. We will also be using an automated system that transmits information via email or a telephone call.

Commuter students should turn to 830 AM during their commute for updated information.

## **FROM THE COUNSELOR'S DESK**

There will be a Financial Aid Planning meeting on Tuesday, January 15, 2008 starting at 6:30 p.m. in the AHS Visitors Center. Cheryl Dooley from Hamline University will be the presenter at this session – you will find this to be a beneficial meeting! Also – Reminder – college applications should be completed ASAP – See Dianne Auger for assistance.

## **OPEN SHOW**

Works of art by students, staff, alumni will be on display and for sale at the AHS Open Show which begins on January 16 – come check it out!

## **HELP NEEDED**

Our Librarian Jeanne Iverson has shared with me that we have numerous overdue materials and we need help in having students return them. FYI the breakdown of materials by Student Arts areas that have not been returned is as follows:

Literary Arts – 2 students; 4 items -- \$100 total replacement costs  
Media Arts – 5 students; 14 items -- \$435 total replacement costs  
Music – 8 students; 21 items -- \$459.95 total replacement costs  
Theater – 6 students; 11 items -- \$283 total replacement costs  
Visual Arts – 8 students; 15 items -- \$425 total replacement costs  
Total \$1,702.95 in library materials.

Please ask students to check for any Library materials and return them as soon as possible. We have contacted students individually about these items, but would appreciate some support from our parents.

## **WHAT'S NEW AT THE AHS!**

### **Student Announcements**

– In early January 2008 we will be installing large screen TV monitors that will be used for weekly announcements and updating students on information they need to know. One will be located on the 1<sup>st</sup> floor lobby area and the other by the

security office on the lower level.

**Campus Security** – The entire PCAE agency has gone through a total re-keying of our locks. This was done as a security precaution to keep student, staff, and agency materials secure.

**School Nurse** – We will be hiring a school nurse in the next few weeks. Ms. Sarah Moore our previous nurse will not be returning from a requested Family Leave. While we complete the search and selection of a new nurse, Ms. Moore will be "on call" for us and qualified dorm staff will continue to help us during the day when students need assistance.

## **FAMILIES - YOU MAKE A DIFFERENCE!**

Family Involvement In Middle And High School is the newest brief from the Harvard Family Research Project. The third in a series, this brief synthesizes research studies that link family involvement in middle and high school to youth's academic and social outcomes. It profiles evaluated programs to show what works to promote family involvement and student achievement during this critical developmental period and highlights how you can use this research to promote effective policies and practices. The two previous papers investigated family

involvement in early childhood and elementary school settings. Taken together, these briefs make the case that family involvement predicts academic achievement and social development as children progress from early childhood programs through K-12 schools and into higher education or postsecondary settings. Check out the entire article at <http://www.gse.harvard.edu/hfrp/projects/fine/resources/research/adolescent.html>

Thanks to parents who call in for student absences. The attendance line is to inform us of absences. Please call 763/591-4720 when students will be absent or need to be pre-excused.

We hope that you have enjoyed some time off over the Holiday Season and I look forward to our students returning on January 7!

Happy New Year!

**Perpich Center for Arts Education  
Managers Financial Report**

**Percent of Year Completed**  
**47.40%**

Active Allotment Account Balances As Of: 12/31/2007 (Including Salary Expenditures for Pay Periods Ending On or Before: 12/18/2007)

Program: 01 - 01 BACT: 01 - 01 MACT: 100 - 500 Fund: 100 - 690

Obligated Amounts for Object Classes 1A0 and 1B0 are Current Modified Payroll Obligation Amounts from SEMA4

<b>AGENCY ALL FUNDS - Combined</b>		<b>Expended FY06</b>	<b>Expended FY07 as 12-31-07</b>	<b>Current FY08 Budget</b>	<b>Current FY08 Obligations</b>	<b>Current FY08 Expended YTD</b>	<b>% of Bud- get Expen- ded YTD</b>
General Fund Approp's	Total 100 Fund	\$6,210,629.79	\$7,066,954.00	\$6,929,000.00	\$3,801,886.00	\$2,838,008.00	41%
Dedicated Fund Approp's	Total 200 Fund	\$884,898.88	\$1,143,662.00	\$1,250,205.00	\$474,992.00	\$302,289.00	24%
Federal Fund Approp's	Total 300 Fund	\$108,205.42	\$335,101.00	\$546,000.00	\$266,961.00	\$126,813.00	23%
MISC Fund Appropriations	Total 610 Fund	\$18,666.00	\$17,669.00	\$30,000.00	\$0.00	\$7,182.00	24%
Gift Fund Appropriations	Total 690 Fund	\$47,942.58	\$5,768.00	\$57,090.00	\$9,347.00	\$12,144.00	21%
<b>Grand Totals</b>	<b>All Funds</b>	<b>\$7,270,342.67</b>	<b>\$8,569,154.00</b>	<b>\$8,812,295.00</b>	<b>\$4,553,186.00</b>	<b>\$3,286,436.00</b>	<b>37%</b>

<b>AGENCY BY OPERATION - All Funds</b>		<b>Expended FY06</b>	<b>Expended FY07 as 12-31-07</b>	<b>Current FY08 Budget</b>	<b>Current FY08 Obligations</b>	<b>Current FY08 Expended YTD</b>	<b>% of Bud- get Expen- ded YTD</b>
ADMINISTRATION	MGMT 100	\$2,088,758.33	\$2,586,348.00	\$2,447,566.00	\$1,260,716.00	\$1,039,765.00	42%
ARTS HIGH SCHOOL	MGMT 200	\$2,750,398.60	\$2,867,156.00	\$3,301,763.00	\$1,772,527.00	\$1,156,202.00	35%
RESIDENTIAL	MGMT 300	\$757,279.55	\$783,861.00	\$783,354.00	\$445,006.00	\$317,417.00	41%
LEARNING RESOURCE CTR	MGMT 400	\$114,697.08	\$140,182.00	\$151,212.00	\$78,665.00	\$59,841.00	40%
PROF. DEVELOPMENT & RES.	MGMT 500	\$1,559,209.11	\$2,191,607.00	\$2,128,400.00	\$996,272.00	\$713,211.00	34%
<b>Grand Totals</b>	<b>ALL MGMTS</b>	<b>\$7,270,342.67</b>	<b>\$8,569,154.00</b>	<b>\$8,812,295.00</b>	<b>\$4,553,186.00</b>	<b>\$3,286,436.00</b>	<b>37%</b>

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

**Board of Directors  
Board Meeting Minutes  
for February 14, 2008**

**3:00 PM in Rooms 114 & 115 and 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 in Rooms 114 & 115 of GAIA.

- 2. For Information:** PDR Presentation and Demo on Distance Learning and Online Learning Initiatives, in GAIA Rooms 114 & 115. Those present saw a brief meeting/conversation take place between Barbara Cox and Diane Aldis—in rooms 114 & 115—and Lisa Larson, representing the Art Ex Collaboration in Austin, MN. Larson "attended" the meeting via TV screen. Later, there was a presentation of dance students in one part of the State performing dance movements "with" students in another part of the State.

Excerpted from a handout and projected html screen:

Perpich Center has engaged in research and development of three specific technology-based projects: 1) video conferencing, 2) Artful Online, and 3) long distance learning courses and workshops utilizing the Desire2Learn (D2L) online learning platform.

Why three different technology initiatives?

Because deep understanding is more complex than any single technology can bear.

**3. Roll Call and Introductions (after all present moved to the Large Glass Box).**

Being her final meeting after serving two years as Board chair, Virginia Katz thanked the Board for the opportunity to have worked with "no finer group of people." Those present responded with applause in appreciation for Katz.

**Members Present:** Peter Adolphson, Bari Amadio, Denis Biagini, Robert "Bob" Brandt, Margaret "Maggie" DiBlasio, Ardythe "Ardie" Gallant, Penny Johnson, Virginia Katz, Sonja Peterson, Alex Plechash, Howard Wilson, KaiMay Yuen-Terry.

**Excused:** Roberta Jones, Dorothy Suomala, MaryAnne Wilimek.

**Guests Present:** Consultant: Stephen Ward, Students: Emma Colón, Danny Lebowitz, Preston Palmer, Etta Sandry, Staff: (from PDR:) Diane Aldis, Barbara Cox, Mike Hiatt, (from AHS:) Alice Woog, (from Admin:) Deb Ambright, Nathan Davis, Larry Etkin, Steve Greenberg.

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

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

Add item 5A **For Action:** *Scheduling a date for the annual Board Retreat.*

**Seconded by:** S. Peterson.

**Verbal vote:** passed unanimously.

5. **For Action:** Call for approval of the minutes from the January 10, 2008 Board meeting.

**Motion by:** P. Johnson to approve 01/10/08 minutes with no changes.

**Seconded by:** B. Amadio.

**Verbal vote:** passed unanimously.

- 5A. **For Discussion +/-or Action:** Schedule annual Board Retreat. The focus/agenda for the annual retreat this year will be the data gathered by Stephen Ward Associates in their meetings and interviews with internal and external Perpich stakeholders.

For the convenience of Board members who drive a distance to attend meetings at Perpich, the Retreat will take place either April 9 or April 11 (the day before or after the April 10 regular monthly Board meeting). In the days following this meeting, Board members will check their calendars and let Howard Wilson and Steve Greenberg know which of the two days would work for them.

6. **For Action:** Vote for Perpich Board Chair and Vice Chair for calendar 2008.

Nominees for Chair (Howard Wilson) and Vice Chair (Maggie DiBlasio) were listed on printed ballots, and both were elected for one year.

7. **For Action:** Board members may volunteer to continue or join, or notify the Board of their intent to leave specific standing committees of the Board. According to the Board bylaws, each committee must have at least three people, but no more than six.

<u>Committee</u>	<u>Continuing</u>	<u>Joining</u>
Board Development	Bob Brandt <sup>1</sup> Roberta Jones Howard Wilson KaiMay Yuen-Terry	Maggie DiBlasio Virginia Katz
Finance	Peter Adolphson Ardie Gallant Alex Plechash <sup>1</sup>	
Personnel	Bob Brandt Penny Johnson Sonja Peterson <sup>1</sup>	Bari Amadio Virginia Katz
Legislative Liaison	Peter Adolphson <sup>1</sup> Ardie Gallant Alex Plechash KaiMay Yuen-Terry	Denis Biagini Roberta Jones

<sup>1</sup> Chair *pro tem*

**Motion by:** H. Wilson to approve membership of standing committees as shown above.

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

8. **For Action:** Approve schedule of monthly Board meetings for March 2008 through February 2009.

**Motion by:** A. Gallant to approve this schedule for monthly meetings:

March 13	June 12	Sept 11	Dec 11
April 10	July (no mtg)	Oct 9	Jan 8
May 8	Aug 14	Nov 13	Feb 12

Meeting dates, times, and/or locations may be changed by a majority vote of the Board itself. According to the Board's bylaws, one of the monthly meetings must be held out-state.

**Seconded by:** B. Amadio. **Verbal vote:** passed unanimously.

9. **For Information:** Finance Report as of January 31, 2008.

Per Finance Chair A. Plechash and Finance Director D. Ambright, the report reflects that PCAE is "tracking well" and keeping within budget. Ambright added that a true, accurate picture of salaries is not obtainable for review at this time due to the current fluctuation in staffing needs and state payroll system operational issues and time requirements. Another current issue is an increase in facilities expenditures from building repairs needed (GAIA building heating, special needs elevator, etc.).

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

Highlights of information added at the Board meeting:

1. After this meeting, if the Board wishes, personnel updates may be reported by PCAE Personnel (HR) Officer Valerie Osborn.
2. Communications Director Larry Etkin is coordinating volunteers to help staff a Perpich booth at the State Fair. Board members are encouraged to volunteer if they wish. Etkin's plan includes training all volunteers so they convey an intentional and consistent message about the Center.
3. Members of Legislative Liaison Committee are invited to attend a strategic planning, info-gathering focus group session for legislators at the State Capitol with Stephen Ward Associates. It will take place on Wed., March 5.

11. **For Information:** Public Comment at approximately 4:30.

Nobody present asked to speak.

12. **For Information:** Update from Personnel Committee.

Personnel Committee anticipates that the results from HR Audit will be presented to Personnel Committee an hour or two before the April Board meeting. The Committee will most likely be ready to bring these results to the full Board on the same day.

13. Adjournment at 4:51 pm.

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

**CC:** Stephen Ward Associates:

Stephen Ward  
Jane Nakken

*Administrative Leadership &  
Programmatic Leadership Teams:*

Nathan Davis, Exec. Director  
Deb Ambright, Finance Dir.  
John Engel, Technology Dir.  
Larry Etkin, Communications Dir.  
Holly Folkers, Admin. Assistant

Mike Hiatt, Director of PDR  
Bill Nash, Bldg. Services Supervisor  
Valerie Osborn, Personnel Officer  
Pam Paulson, Senior Dir. of Policy  
Alice Woog, AHS Director

**From:** Steve Greenberg  
Executive Assistant

**Date:** February 5, 2008

**Subj:** Board Booklet & Enclosures for February 14, 2008 Board Meeting

Enclosed please find the agenda and booklet for the February 14, 2008 PCAE Board Meeting in Room 115 *and* the "Large Glass Box," both in the GAIA (PDR) Building.

**NOTE:** The meeting will begin at 3:00 pm in Room 115 of GAIA (PDR) Building.

**Table of Contents for  
February 2008 Board Booklet**

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**Perpich Center for Arts Education  
AGENDA  
for PCAE Board Meeting & Board Annual Meeting  
3:00 PM on Thursday, February 14, 2008  
Room 115 & Large Glass Box in GAIA (PDR) Building**

One Board committee meeting will precede the full Board meeting:

**Board Personnel Committee**, beginning at 2:00 pm in GAIA Room 205:  
S. Peterson (Chair), B. Brandt, and P. Johnson.

1. Call to Order in GAIA, Room 115.

**NOTE: This February Board meeting will begin in Room 115 of GAIA** (first floor) for the PDR demo (agenda item #2 below). For agenda item #3, the Board will move to its usual space in the Glass Box on the second floor.

2. **For Information:** PDR Presentation and Demo on Distance Learning and Online Learning Initiatives, in GAIA Room 115.

Presenters: Diane Aldis, Dance & Theater Education Coordinator, and  
Barbara Cox, Partnering Resource Coordinator, with  
Mike Hiatt, Director.

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

3. Roll Call and Introductions in Glass Box, including scheduling 2008 Board Retreat.
4. **For Action:** Call for additions to agenda, followed by request for approval of agenda.
5. **For Action:** Call for approval of minutes from January 10, 2008 Board meeting.  
Pages 1-5 in Board booklet.

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*The following three items (#6-#8) are stipulated in the Perpich bylaws as requirements for the Board's Annual Meeting:*

6. **For Action:** Vote for Perpich Board Chair and Vice Chair for calendar 2008. (Pre-printed ballots will be distributed, with Howard Wilson running for Chair, Maggie DiBlasio running for Vice-Chair, and a blank space to write-in an alternate choice for each of the two positions. Nominating Committee Chair R. Brandt will distribute the ballots; D. Biagini and A. Plechash will join him to count the votes.
7. **For Action:** Committee membership and chairs for 2008. Board members may identify on which Board committee(s) they wish to serve. Current committee chairs will be asked to

Agenda continued on next page ⇨

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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.

Presenter: Virginia Katz, Board Chair

8. **For Action:** Approve schedule of monthly Board meetings for March 2008 through Feb. 2009.

Presenter: Virginia Katz, Board Chair.

Page 7 in Board booklet.

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9. **For Information:** Finance Report as of January 31, 2008.

Presenters: Alex Plechash, Finance Committee Chair, and

Deb Ambright, PCAE Finance Director.

Pages 9-11 in Board booklet.

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

Presenter: Nathan Davis.

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

11. **For Information:** Public Comment at approximately 4:30.

Anyone who wishes to address the Board may do so at this time. Please limit remarks to five minutes. If possible, please notify Board Chair Virginia Katz in advance of meeting of your intent to address the Board during this agenda item. However, anyone who is unable or does not wish to provide advance notice is nevertheless invited to address the Board at this time.

12. **For Information:** Update from Personnel Committee.

Presenter: Sonja Peterson, Chair.

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

13. Adjournment.

#### **Notes About Agendas for this Month and March:**

- **For Information:** Presentation given in Nov. 2007 to legislators by N. Davis and Pam Paulson. Due to time limitations, this item that was originally postponed at Jan. 10 meeting to this meeting (Feb. 14), is now being postponed until March 13 meeting due to scheduling constraints.
- **For Information:** Audition piece recently performed by senior Theater student Gracie Anderson at the *National Unified Auditions and Interviews* in Chicago. Originally slated for Feb. 14, this item is being postponed until March 13 meeting due to scheduling constraints.

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

**Board of Directors  
Board Meeting Minutes  
for January 10, 2008**

**3:00 PM in the "Large Glass Box" of GAIA**

**1. Meeting Call to Order**

V. Katz, PCAE Board Chair, called the meeting to order at 3:04 pm.

**2. Roll Call and Introductions**

**Members Present:** Denis Biagini, Robert "Bob" Brandt, Margaret "Maggie" DiBlasio, Ardythe "Ardie" Gallant, Penny Johnson, Virginia Katz, Sonja Peterson, Alex Plechash, Dorothy Suomala, Howard Wilson, KaiMay Yuen-Terry.

**Excused:** Peter Adolphson, Bari Amadio, Roberta Jones, MaryAnne Wilimek.

**Guests Present:** Students: Gracie Anderson, Emily McKown, Corey Nystrom (alum), Natasha Brownlee, Michael James Spaulding, Adrienne Lanz, Jasmine Carroll, Theresa Nguyen, Marianna Jordan McGee, Rachel Miller, Faith Boblett, Kirsten Goldstein, Staff: (from PDR:) Nyssa Brown, Barbara Cox, Mike Hiatt, (from AHS:) João Bichinho, Tom Carlson, Bev DeVos, Bob Frey, Trina Keller, Tory Peterson, Mary Pietruszewski, Alice Woog, (from Admin:) Deb Ambright, Nathan Davis, Larry Etkin, Holly Folkers, Steve Greenberg.

**Special Thanks to:** Students: Danny Lebowitz, Ali Smith, and Kaitlyn Albrecht, all members of the dormitory Cooking Club, for baking tasty pastries for the Board to eat at this meeting!

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

**Motion by:** P. Johnson to approve agenda for this meeting with the following addition:

*Add item 10A For Action: Approval of a Personnel Committee-recommended salary increase for Executive Director Nathan Davis.*

**Seconded by:** Maggie DiBlasio.

**Verbal vote:** passed unanimously.

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

**Motion by:** S. Peterson to approve 12/13/07 minutes with the following changes:

On bottom of page 5 of minutes, remove **Note** about Mike Hiatt receiving an award as *Supervisor of the Year* from Art Educators of Minnesota.

Rationale for this deletion is that the information about the award was not mentioned during the meeting.

The Board accepted the deletion and asked that Hiatt's award be mentioned here to be part of the record (these minutes) for the January 10 Board meeting.

**Seconded by:** D. Suomala.

**Verbal vote:** passed unanimously.

**5. For Action:** Board approval of addition to October 2007 Board minutes.

**Motion by:** S. Peterson to approve the following addition to Section 7, Subsection O of the October 2007 Board minutes:

The Board Development Committee has decided their committee alone will serve as the group to oversee the strategic planning process to be conducted by Stephen Ward Associates (SWA).

**Seconded by:** P. Johnson. **Verbal vote:** passed unanimously.

**6. For Information:** Finance Report.

PCAE Finance Chair A. Plechash and Finance Director D. Ambright presented report reflecting PCAE financials from 07/01/07 through 12/31/07.

Highlights:

1. Presenters and those present had no questions or areas that required specific mention.
2. Board praised the format of this longer (quarterly) report.

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

Highlights of information added at the Board meeting:

1. Exec. Director N. Davis mentioned that exiting Maintenance Worker Rey Revalo has done wonderful work for Perpich.
2. Davis indicated that throughout his report, Board members should note a variety of items that reflect the terrific work of Valerie Osborn, PCAE HR Director.
3. Although ~\$150K is needed to reinforce some areas of concrete of GAIA building, the areas do not pose a safety risk.
4. PCAE has played a significant role in the areas of licensure and certification of K-12 teachers in Minnesota.

**8. For Information:** Announcing the slate for election of a Board chair and vice-chair.

The Nominating Committee [B. Brandt (chair), D. Biagini, and A. Plechash] announced that the ballot for voting at the February 14 Board meeting will include Howard Wilson for Board Chair and Maggie DiBlasio for Board Vice-chair. The ballot will also have a blank space under each voted position for write-ins. The

officers elected in February will serve their terms from adjournment of the February 2008 meeting through adjournment of the February 2009 Board meeting.

**Note:** At December 2008 Board meeting, Board Chair should add a member to the Nominating Committee to fill the space for a member of the Committee whose term is to last for one year.

**9. For Information:** Public Comment at approximately 4:30.

Two spokespeople for the students present—Emily McKown and Preston Palmer—read a statement written by a group of students. McKown and Preston emphasized that between the time the statement was created and the date of this January Board meeting, communication and other aspects mentioned in their statement had improved. They asked the Board to keep this in mind as they listened to the students' statement.

Highlights of the statement:

1. It emphasized the importance of communication—that sometimes decisions were made at either the Board or administrative level, and students would have liked more information throughout the process. McKown and Palmer interjected the reminder that they have already seen improvement in communication.
2. It included a description of an incident in which AHS Director A. Woog confronted students who were lying down on a floor in the high school building. The students involved felt Dr. Woog was insensitive to their desire and right to lie on the floor.
3. It mentioned that students perceived a lack of stakeholder input in the decision to extend the AHS Director's contract from one year to three years.

**10. For Action:** Approval of an external consultant to perform a Human Resources audit focusing on staff treatment at PCAE. (Such an audit is stipulated by Board policy to occur on alternating years.)

**Motion by:** Personnel Committee to enter into a contract with Stephen Ward Associates (SWA) to perform the HR audit. The Committee chose SWA due to the thoroughness and content of their proposal for the audit.

**Seconded by:** D. Biagini.

**Verbal vote:** passed unanimously.

Notes:

1. The HR audit is essentially a review of the extent to which *Executive Limitations Policy #2: Staff Treatment* is being followed and is working.
2. SWA anticipates performing the audit in four days, to-be-completed in late January or early February.

3. Personnel Committee will report on audit at February or March Board meeting.

**10A. For Action:** Approval of a Personnel Committee-recommended salary increase for Executive Director Nathan Davis.

**Motion by:** Personnel Committee to increase Dr. Davis's hourly salary by 3.25% which brings the total annual salary from \$105,130 to \$108,555.12, retroactive to the beginning of the current fiscal year (July 1, 2007).

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

**Verbal vote:** passed unanimously.

**11. For Information:** General overview of Arts High School and the dormitory, followed by presentations in the areas of English, Theater, Social Studies, and Foreign Language.

Highlights:

1. Dr. Woog's comments:
  - a. From fall 2007 to January 1, 2008, number of students enrolled decreased from 288 to 279 students, due to homesickness, family issues, desire for more Advanced Placement courses, and personal issues.
  - b. Out of 143 high school seniors this year, 100 have been applying to post-secondary institutions.
  - c. Deadline for applications for the 2008/2009 academic school year is February 1, 2008.
  - d. Woog expressed appreciation to students and faculty who have volunteered and helped at the Informational Sessions (AHS introductory/overview meetings for families and students who are thinking of applying to the School for the 2008/2009 year).
  - e. 45-50 AHS alumni attended the alumni day (Wednesday, January 9), representing classes from as far back as 1987. Woog asked them to be ambassadors for AHS.
  - f. Woog mentioned she would relay to SWA consultants the comments made by visiting alumni that might be relevant to data being collected for current strategic planning purposes at PCAE.
  - g. The new AHS newsletter *Connections* will be quarterly and sent to Perpich employees and High School parents.
2. Presentations on academic areas and dormitory life followed Dr. Woog's report. Trina Keller talked about French and other language classes, Tom Carlson talked about English instruction, Bob Frey and João Bichinho talked about Social Studies, Theater instructor Tory Peterson talked about collaborating with Bob Frey in Social Studies, and Mary Pietruszewski, Director of

Residential Programs, talked about dorm life. Students helped present along with faculty.

(After each area presented, the applause from the Board members and guests in the room was spontaneous and loud!)

For the February Board meeting, Theater student Gracie Anderson will be invited to perform an acting piece that she'll be using for auditioning purposes.

12. **For Information:** PowerPoint presentation shown in November 2007 by Pam Paulson and Nathan Davis to Minnesota Legislative Subcommittee on Expectations and Accountability.

Due to lack of time, this agenda item will be moved to the February 2008 Board meeting agenda.

13. Adjournment at 5:08 pm.

Chair Katz then moved the Board into executive (closed) session per Minnesota Statute 13D.05 for discussion of a personnel issue.

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## REQUEST FOR ACTION BY PCAE BOARD OF DIRECTORS

**Date:** Wednesday, February 6, 2008

**To:** PCAE Board of Directors for the **February 14** Meeting

**Presented By:** Virginia Katz  
Chair, PCAE Board of Directors

**Background Information:** ☒ Sent in Board packet (this page)  
☐ To be handed out at Board meeting

**General Subject Area:** **Proposed Board Meetings Through February 2009**

**Specific Action(s) Requested of the Board:** Per the Board's bylaws, a schedule of Board meetings for the coming year must be presented for Board approval at the Board's annual meeting.

From March 2008 thru February 2009, monthly meetings to begin at 3:00 pm in the Large Glass Box of GAIA (the PDR Building) are on the second Thursday of each month except July (no meeting) as follows:

March 13	June 12	Sept 11	Dec 11
April 10	July (no mtg)	Oct 9	Jan 8
May 8	Aug 14	Nov 13	Feb 12

Meeting dates, times, and/or locations may be changed by a majority vote of the Board itself. According to the Board's bylaws, one of the monthly meetings must be held out-state.

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Perpich Center for Arts Education  
Board of Directors Meeting  
February 14, 2008

**Financial as of February 1, 2008**

**General Overview**

A financial summary analysis for the agency as of February 1, 2008 follows this page. Please note that this February financial report to the board is the less detailed format again, based on requested board report scheduling guidelines.

The detail provides information only on dollars expended in the specific reports, reflecting in state fiscal years of 2006 and 2007. The detail information for fiscal year 2007 has been updated as well as 2008, as of December 31 as indicated for the January Board Meeting, due to additional expenditures taking place in 2007. Following that is the current fiscal year 2008, showing details of the current budget, dollars obligated and expended year-to-date as of February 1, 2008. The last column provides the percent (%) of budgeted dollars expended year-to-date. The upper right corner indicates that percent of the current fiscal year completed is 56.16%.

Overall, the agency report by fund does not reflect much change from the previous month. However, there is one noticeable change in Dedicated Funds (200 Fund). This amount shows an increase of \$16,067 which is a (a) \$19,000 increase in the estimated allotment budget we propose to spend out of the Special Revenue Indirect Cost Recovery account (Appr 101) and PCAE's Miscellaneous (Appr MIS) due to increases in the repair and maintenance expenditures the agency is experiencing this year; (b) \$2,933 decrease in Biennial budget estimated agreements that did not materialize in FY08 and required that the accounts be adjusted accordingly. Another change is in the Gift account (Fund 690) area adjusting numbers by a decrease of \$2,297 to reflect the actual Foundation Big Event credit card transactions processed and other minor gift accounts.

The agency by operation report shows adjustments of increases in the budgets for Administration in the amount of \$1,853, Residential for \$1,200 and Professional Development & Research for \$20,917, with the total increases amounting to \$23,970, while the Arts High School shows a decrease of \$9,000 and the Learning Resource Center a \$1,200 decline totaling a decrease of \$10,200. The net changes result in an overall increase of \$13,770 in the budgets from the January to February Board reports.

Deb  
PCAE Finance Director

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Perpich Center for Arts Education  
Managers Financial Report

Percent of Year Completed  
**56.16%**

Active Allotment Account Balances As Of: 2/1/08 (Including Salary Expenditures for Pay Periods Ending On or Before: 1/22/08)

Program: 01 - 01 BACT: 01 - 01 MACT: 100 - 500 Fund: 100 - 690

Obligated Amounts for Object Classes 1A0 and 1B0 are Current Modified Payroll Obligation Amounts from SEMA4

AGENCY ALL FUNDS-Combined		Expended FY06	Expended FY07 as 12-31-07	Current FY08 Budget	Current FY08 Obligations	Current FY08 Expended YTD	% of Bud- get Expen- ded YTD
General Fund Appropriations	100 Fund	\$6,210,629.79	\$7,066,954.00	\$6,929,000.00	\$3,017,060.00	\$3,650,343.00	53%
Dedicated Fund Approp's	200 Fund	\$884,898.88	\$1,143,662.00	\$1,266,272.00	\$430,967.00	\$388,182.00	31%
Federal Fund Approp's	300 Fund	\$108,205.42	\$335,101.00	\$546,000.00	\$249,570.00	\$148,601.00	27%
MISC Fund Appropriations	610 Fund	\$18,666.00	\$17,669.00	\$30,000.00	\$0.00	\$8,588.00	29%
Gift Fund Appropriations	690 Fund	\$47,942.58	\$5,768.00	\$54,793.00	\$7,258.00	\$15,009.00	27%
Grand Totals	All Funds	\$7,270,342.67	\$8,569,154.00	\$8,826,065.00	\$3,704,855.00	\$4,210,723.00	48%

AGENCY BY OPERATION-All Funds		Expended FY06	Expended FY07 as 12-31-07	Current FY08 Budget	Current FY08 Obligations	Current FY08 Expended YTD	% of Bud- get Expen- ded YTD
Administration	MGMT 100	\$2,088,758.33	\$2,586,348.00	\$2,449,419.00	\$1,004,322.00	\$1,318,520.00	54%
Arts High School	MGMT 200	\$2,750,398.60	\$2,867,156.00	\$3,292,763.00	\$1,436,884.00	\$1,515,100.00	46%
Residential	MGMT 300	\$757,279.55	\$783,861.00	\$784,554.00	\$347,648.00	\$418,335.00	53%
Learning Resource Ctr	MGMT 400	\$114,697.08	\$140,182.00	\$150,012.00	\$61,548.00	\$75,819.00	51%
Prof. Devel. & Research	MGMT 500	\$1,559,209.11	\$2,191,807.00	\$2,149,317.00	\$854,453.00	\$882,949.00	41%
Grand Totals	ALL MGMTS	\$7,270,342.67	\$8,569,154.00	\$8,826,065.00	\$3,704,855.00	\$4,210,723.00	48%

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**PCAE Board Ballot**  
**January 10, 2008 Board Meeting**

**2008 Board Chair (vote for one):**

- ☐ Howard Wilson (probably)
- ☐ \_\_\_\_\_  
(space for write-in candidate)

To ensure privacy, please  
fold in half before submit-  
ting your completed ballot.

**2008 Board Vice Chair (vote for one):**

- ☐ name of someone
- ☐ \_\_\_\_\_  
(space for write-in candidate)

**PCAE Board Ballot**  
**January 10, 2008 Board Meeting**

**2008 Board Chair (vote for one):**

- ☐ Howard Wilson (probably)
- ☐ \_\_\_\_\_  
(space for write-in candidate)

To ensure privacy, please  
fold in half before submit-  
ting your completed ballot.

**2008 Board Vice Chair (vote for one):**

- ☐ name of someone
- ☐ \_\_\_\_\_  
(space for write-in candidate)

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

**Board of Directors  
Board Meeting Minutes  
for March 13, 2008**

**3:00 PM in the "Large Glass Box" of GAIA**

**Note:** Any handouts from the March 13 meeting that are included in the permanent, public record, may be found in the *2008 Board Meetings* binder, behind: (1) the *March Board Booklet* (materials snail-mailed to board members in preparation for the March Board meeting), and (2) these March 13 minutes (once approved by the Board at their April 10, 2008 meeting). The handouts will be numbered from page *Mar08:1-49*.

**1. Meeting Call to Order.**

Howard Wilson, PCAE Board Chair, called the meeting to order at 3:06 pm.

**2. Roll Call and Introductions, including setting scheduling start and end times for the 2008 Board Retreat.**

**Members Present:** Peter Adolphson, Bari Amadio, Denis Biagini, Robert "Bob" Brandt, Margaret "Maggie" DiBlasio, Ardythe "Ardie" Gallant, Penny Johnson, Roberta Jones, Virginia Katz, Sonja Peterson, Alex Plechash, Dorothy Suomala, Howard Wilson, KaiMay Yuen-Terry.

**Excused:** MaryAnne Wilimek.

**Guests Present:** Students: Gracie Anderson, Emma Colón, Lucas Granholm, Corey Hall, Daniel Lebowitz, Preston Palmer, Michael Spaulding, Haley Traub; Staff: (from PDR:) Mike Hiatt; (from AHS:) João Bichinho, Alice Woog; (from Admin:) Deb Ambright, Nathan Davis, Larry Etkin, Holly Folkers, Steve Greenberg, Pam Paulson.

Board chair Wilson

**Motion by:** A. Plechash to change the time of the April Board meeting from the usual time (3-5 pm) to 2:00-4:00 pm (start & end one hour earlier).

**Board Retreat & April Board Meeting:**

<b>Wed., April 9:</b>	12 noon-5:00 pm	Retreat, Part I *
<b>Thurs., April 10:</b>	9:00 am-12 noon	Retreat, Part II *
	1:00-2:00 pm	Personnel Cmte Mtg
	2:00-4:00 pm **	Monthly Board Mtg

\* Stephen Ward and Jane Nakken of Stephen Ward Associates (SWA) will present the data they've gathered from Strategic Planning community forums, staff meetings, and individual interviews

over the past 6+ months. Beginning with the data, SWA will take the Board into the next steps of the process that will culminate in a three-year strategic plan for PCAE as well as leaving PCAE and the Board the process and tools necessary to continue planning as needed in the future.

**\*\* Note that 2:00-4:00 pm for the Board meeting in April is a change from the traditional 3:00-5:00 pm.**

**Seconded by:** D. Suomala.

**Verbal vote:** passed unanimously.

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

**Motion by:** D. Biagini to approve agenda for this meeting with the following change:

Change item 5 to 7A (*For Information: AHS senior and theater student Gracie Anderson will perform the audition piece she recently used at the National Unified Auditions and Interviews in Chicago*).

**Seconded by:** B. Amadio.

**Verbal vote:** passed unanimously.

**4. For Action:** Call for approval of the minutes from the February 14, 2008 Board meeting.

**Motion by:** S. Peterson to approve 02/14/08 minutes with these two changes:

On page three, agenda item #8 (*For Action: Approve schedule of monthly Board meetings for March 2008 through February 2009*):

Include in the minutes the final paragraph (see below) from the February 14, 2008 Board booklet, page 7, which relates to changing a scheduled meeting:

Meeting dates, times, and/or locations may be changed by a majority vote of the Board itself. According to the Board's bylaws, one of the monthly meetings must be held out-state.

On page three of February 14 minutes, agenda item #10 (*For Information: Executive Director's Report*):

Change *Highlight #1* from:

After this meeting, personnel updates will be reported by PCAE Personnel (HR) Officer Valerie Osborn.

To (*italics indicate new or modified text*):

After this meeting, *if the Board wishes*, personnel updates *may* be reported by PCAE Personnel (HR) Officer Valerie Osborn.

**Seconded by:** P. Johnson.

**Verbal vote:** passed unanimously.

**5. Per item #3 above, this item has become 7A.**

6. **For Action:** Approve student fee schedule for 2008-2009 academic year.

**Motion by:** B. Brandt to approve fee schedule as presented on pages 5-7 of March 2008 Board booklet.

**Seconded by:** P. Johnson.

**Verbal vote:** passed unanimously.

Clarification added at meeting:

Once the food service contract has been negotiated for 2008-09, the fee for school lunches will be included on the student fee schedule.

7. **For Information:** Executive Director's Report (pages *Mar08:1-2* in 2008 binder).

The main focuses of presentation and discussion during this report to the Board were applications to, admissions into, and the demographics of the student body of the Arts High School. Applications for the 2008-09 academic year are down from previous years (refer to chart on page *Mar08:3*).

Interim Arts High School Director Alice Woog, consultant and previous Interim Arts High School Direct Bruce Santerre, and Communications Director Larry Etkin addressed the Board and others present, as well as distributed or showed the following handouts and PowerPoint presentations:

- Perpich High School, NCA Accreditation Process, Board Report, March 13, 2008 (*Mar08:A5-A9*),
- *Art For Our Sake – School Arts Classes Matter More Than Ever – But Not For The Reasons You Think*; article from The Boston Globe (*Mar08:11-17*),
- *Adding Measures of Academic Success to the Minnesota School Report Card*: MN House of Representatives Research Bill Summary (*Mar08:19-23*),
- *Policies and Research that Support Assessing and Reporting Student Learning in the Arts*, a document presented by PCAE to the Senate Education Subcommittee on Expectations and Accountability (*Mar08:25-26*), and
- *Executive Director's Report: Communications* (*Mar08:27-28*).

Highlights of information added at the Board meeting:

1. Conditions and events that affect the number of prospective commuter students and resident students who apply to AHS are varied. Some are:
  - the availability and schedule of metro bus lines,
  - the cost of gasoline, and
  - parental fears post-9/11.
2. Education is moving toward data-driven models to quantitatively measure learning and educational leadership.
3. Student achievement could be affected by curriculum; perhaps AHS should establish a process to review curricula at set intervals.

4. Per the legislature that created PCAE, AHS has capacity for 310 students; the current student body is 278 students.
5. The first issue of a re-vitalized *PACE* newsletter—with even more emphasis on marketing the Center—is scheduled for the end of May 2008.
6. Work is underway to add to the artfulness and attraction of the PCAE public website.

Board member B. Brandt commended Executive Director Davis for addressing issues of applications and admissions to Arts High School by submitting the “best diagnostic presentation I’ve seen in my eight years here.”

Board Chair Wilson expressed his appreciation for the well-prepared and informative reports.

- 7A. **For Information:** AHS senior and theater student Gracie Anderson will perform from the audition pieces she recently used at the *National Unified Auditions and Interviews* in Chicago.

The National Unifieds are auditions and interviews held for students who are applying to one or more post-secondary art programs. Instead of the applicant traveling to each school, representatives from a variety of schools gather in one place to see each applicant.

G. Anderson performed two of the three one-minute pieces she’d used in Chicago: a monologue by the character “Miss Scoons” in the play *Angel City* by Sam Shepard, and a monologue by “Masha” in Anton Chekhov’s *Three Sisters*. Each piece was followed by exuberant applause.

8. **For Information:** Finance Report as of March 3, 2008.

Board Finance Chair A. Plechash noted that the finance report (pages 9-11 in March Board booklet) was straightforward; there were no questions from the Board.

9. **For Information:** Public Comment at approximately 4:30.

Three representatives from the AHS Student Government—Haley Traub, Michael Spaulding, and Preston Palmer—addressed the Board and distributed a one-page *Declaration of Perpich Ideals*—a collaborative work of a number of students and faculty, and endorsed by 207 students and faculty (Mar08:29).

Some highlights of the Student Government requests at the Board meeting:

1. In presenting the above-mentioned *Declaration* to the Board, the Student Government requested that the document be formalized as reference documentation for ongoing and future review. They also requested that it be part of the orientation materials be given to new students, staff, and faculty.
2. There should be a school and faculty liaison to the PCAE Board.
3. PCAE should form an Alumni Council, to meet once each month.

The general reaction to the Student Government's work, thoughtfulness, and process to deliver such a constructive presentation was positive:

1. Board member A. Plechash praised AHS's Student Government for achieving a level of work and presentation that one rarely has the opportunity to see from such groups. He then proposed that their *Declaration* be submitted to Stephen Ward Associates (SWA) as part of the data to be used as Perpich, under the auspices of the Board, creates a strategic plan for the Center.
  2. Board chair H. Wilson commended the students for expressing their values so clearly and constructively. Agreeing with Plechash, Wilson added that the student sentiments must be included in the process of creating a strategic plan, as the students of AHS are clearly key stakeholders of this organization.
  3. Executive Director N. Davis praised the group for developing such a positive, thoughtful way to express their concerns to the Board.
10. **For Information:** Viewing of PowerPoint presentation (*Mar08:31-49*) shown by Pam Paulson and Nathan Davis to State legislators in November 2007, and mention by Paulson of two grant proposals submitted by Perpich to the U.S. Department of Education.

The grant proposals are:

1. Arts Education Model Development and Dissemination Grant, and
2. Professional Development for Arts Educators Grant.

11. Adjournment at 5:15 pm.

**Motion by:** P. Johnson to adjourn.

**Seconded by:** P. Adolphson.

**Verbal vote:** passed unanimously.

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

**CC:** Stephen Ward Associates:  
Stephen Ward  
Jane Nakken

*Administrative Leadership &  
Programmatic Leadership Teams:*

Nathan Davis, Exec. Director  
Deb Ambright, Finance Dir.  
John Engel, Technology Dir.  
Larry Etkin, Communications Dir.  
Holly Folkers, Admin. Assistant

Mike Hiatt, Director of PDR  
Bill Nash, Bldg. Services Supervisor  
Valerie Osborn, Personnel Officer  
Pam Paulson, Senior Dir. of Policy  
Alice Woog, AHS Director

**From:** Steve Greenberg  
Executive Assistant

**Date:** March 6, 2008

**Subj:** **Board Booklet & Enclosures for March 13, 2008 Board Meeting**

Enclosed please find the agenda and booklet for the March 13, 2008 PCAE Board Meeting in the "Large Glass Box" in the GAIA (PDR) Building.

**Table of Contents for  
March 2008 Board Booklet**

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Finance Report as of March 3, 2008 .....	9-11

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**Perpich Center for Arts Education  
AGENDA  
for PCAE Board Meeting & Board Annual Meeting  
3:00 PM on Thursday, March 13, 2008  
Large Glass Box in GAIA (PDR) Building**

1. Call to Order.
2. Roll Call and Introductions, including scheduling the start and end times for the 2008 Board Retreat on Wednesday, April 9.  
Presenter: Howard Wilson, Board Chair.
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 14, 2008 Board meeting.  
Pages 1-3 in Board booklet.
5. **For Information:** AHS senior and theater student Gracie Anderson will perform the audition piece she recently used at the *National Unified Auditions and Interviews* in Chicago.  
Presenter: Gracie Anderson, AHS senior student.  
**Handouts, if any, will be distributed at Board meeting.**
6. **For Action:** Approve student fee schedule for 2008-2009 academic year.  
Presenter: Alice Woog, Arts High School Director.  
Pages 5-7 in Board booklet.
7. **For Information:** Executive Director's Report.  
Presenters: Nathan Davis, Executive Director,  
Alice Woog, Arts High School Director,  
Bruce Santerre, Consultant, and  
Larry Etkin, Director of Communications.  
**Handouts will be distributed at Board meeting.**
8. **For Information:** Finance Report as of March 3, 2008.  
Presenters: Alex Plechash, Finance Committee Chair, and  
Deb Ambright, PCAE Finance Director.  
Pages 9-11 in Board booklet.

Agenda continued on next page ⇨

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9. **For Information:** Public Comment at approximately 4:30.

Anyone who wishes to address the Board at this time may do so. Please limit remarks to five minutes. If possible, please notify Board Chair Howard Wilson in advance of meeting of your intent to address the Board during this agenda item. However, anyone who is unable or does not wish to provide advance notice is nevertheless invited to address the Board at this time.

10. **For Information:** Presentation given in November 2007 to Minnesota legislators by Nathan Davis and Pam Paulson, Sr. Director of Policy.

Presenters: N. Davis and  
P. Paulson.

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

11. Adjournment.

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

**Board of Directors  
Board Meeting Minutes  
for February 14, 2008**

**3:00 PM in Rooms 114 & 115 and 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 in Rooms 114 & 115 of GAIA.

- 2. For Information:** PDR Presentation and Demo on Distance Learning and Online Learning Initiatives, in GAIA Rooms 114 & 115. Those present saw a brief meeting/conversation take place between Barbara Cox and Diane Aldis—in rooms 114 & 115—and Lisa Larson, representing the Art Ex Collaboration in Austin, MN. Larson "attended" the meeting via TV screen. Later, there was a presentation of dance students in one part of the State performing dance movements "with" students in another part of the State.

Excerpted from a handout and projected html screen:

Perpich Center has engaged in research and development of three specific technology-based projects: 1) video conferencing, 2) Artful Online, and 3) long distance learning courses and workshops utilizing the Desire2Learn (D2L) online learning platform.

Why three different technology initiatives?

Because deep understanding is more complex than any single technology can bear.

**3. Roll Call and Introductions (after all present moved to the Large Glass Box).**

Being her final meeting after serving two years as Board chair, Virginia Katz thanked the Board for the opportunity to have worked with "no finer group of people." Those present responded with applause in appreciation for Katz.

**Members Present:** Peter Adolphson, Bari Amadio, Denis Biagini, Robert "Bob" Brandt, Margaret "Maggie" DiBlasio, Ardythe "Ardie" Gallant, Penny Johnson, Virginia Katz, Sonja Peterson, Alex Plechash, Howard Wilson, KaiMay Yuen-Terry.

**Excused:** Roberta Jones, Dorothy Suomala, MaryAnne Wilimek.

**Guests Present:** Consultant: Stephen Ward, Students: Emma Colón, Danny Lebowitz, Preston Palmer, Etta Sandry, Staff: (from PDR:) Diane Aldis, Barbara Cox, Mike Hiatt, (from AHS:) Alice Woog, (from Admin:) Deb Ambright, Nathan Davis, Larry Etkin, Steve Greenberg.

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

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

Add item 5A **For Action:** *Scheduling a date for the annual Board Retreat.*

**Seconded by:** S. Peterson.

**Verbal vote:** passed unanimously.

5. **For Action:** Call for approval of the minutes from the January 10, 2008 Board meeting.

**Motion by:** P. Johnson to approve 01/10/08 minutes with no changes.

**Seconded by:** B. Amadio.

**Verbal vote:** passed unanimously.

- 5 A. **For Discussion +/-or Action:** Schedule annual Board Retreat. The focus/agenda for the annual retreat this year will be the data gathered by Stephen Ward Associates in their meetings and interviews with internal and external Perpich stakeholders.

For the convenience of Board members who drive a distance to attend meetings at Perpich, the Retreat will take place either April 9 or April 11 (the day before or after the April 10 regular monthly Board meeting). In the days following this meeting, Board members will check their calendars and let Howard Wilson and Steve Greenberg know which of the two days would work for them.

6. **For Action:** Vote for Perpich Board Chair and Vice Chair for calendar 2008.

Nominees for Chair (Howard Wilson) and Vice Chair (Maggie DiBlasio) were listed on printed ballots, and both were elected for one year.

7. **For Action:** Board members may volunteer to continue or join, or notify the Board of their intent to leave specific standing committees of the Board. According to the Board bylaws, each committee must have at least three people, but no more than six.

<u>Committee</u>	<u>Continuing</u>	<u>Joining</u>
<b>Board Development</b>	Bob Brandt <sup>1</sup>	Maggie DiBlasio
	Roberta Jones	Virginia Katz
	Howard Wilson	
	KaiMay Yuen-Terry	
<b>Finance</b>	Peter Adolphson	
	Ardie Gallant	
	Alex Plechash <sup>1</sup>	
<b>Personnel</b>	Bob Brandt	Bari Amadio
	Penny Johnson	Virginia Katz
	Sonja Peterson <sup>1</sup>	
<b>Legislative Liaison</b>	Peter Adolphson <sup>1</sup>	Denis Biagini
	Ardie Gallant	Roberta Jones
	Alex Plechash	
	KaiMay Yuen-Terry	

<sup>1</sup> Chair *pro tem*

**Motion by:** H. Wilson to approve membership of standing committees as shown above.

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

8. **For Action:** Approve schedule of monthly Board meetings for March 2008 through February 2009.

**Motion by:** A. Gallant to approve this schedule for monthly meetings:

March 13	June 12	Sept 11	Dec 11
April 10	July (no mtg)	Oct 9	Jan 8
May 8	Aug 14	Nov 13	Feb 12

**Seconded by:** B. Amadio. **Verbal vote:** passed unanimously.

9. **For Information:** Finance Report as of January 31, 2008.

Per Finance Chair A. Plechash and Finance Director D. Ambright, the report reflects that PCAE is "tracking well" and keeping within budget. Ambright added that a true, accurate picture of salaries is not obtainable for review at this time due to the current fluctuation in staffing needs and state payroll system operational issues and time requirements. Another current issue is an increase in facilities expenditures from building repairs needed (GAIA building heating, special needs elevator, etc.).

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

Highlights of information added at the Board meeting:

1. After this meeting, personnel updates will be reported by PCAE Personnel (HR) Officer Valerie Osborn.
2. Communications Director Larry Etkin is coordinating volunteers to help staff a Perpich booth at the State Fair. Board members are encouraged to volunteer if they wish. Etkin's plan includes training all volunteers so they convey an intentional and consistent message about the Center.
3. Members of Legislative Liaison Committee are invited to attend a strategic planning, info-gathering focus group session for legislators at the State Capitol with Stephen Ward Associates. It will take place on Wed., March 5.

11. **For Information:** Public Comment at approximately 4:30.

Nobody present asked to speak.

12. **For Information:** Update from Personnel Committee.

Personnel Committee anticipates that the results from HR Audit will be presented to Personnel Committee an hour or two before the April Board meeting. The Committee will most likely be ready to bring these results to the full Board on the same day.

13. Adjournment at 4:51 pm.

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## REQUEST FOR ACTION BY PCAE BOARD OF DIRECTORS

**Date:** Monday, March 3, 2008

**To:** PCAE Board of Directors **March 2008 Meeting**

**From:** PCAE Administration

**Presented By:** Holly Folkers  
Administrative Assistant

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

**General Subject Area:** **Student Fee Schedule**

**Specific Action(s) Requested of the Board:** Around March each year, the Student Fee Schedule for the following school year is presented to the Board of Directors for review and approval. The 2008-2009 fee schedule is being submitted to the Board on behalf of the PCAE Administrative Leadership Team.

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## PROPOSED 2008-2009 Student Fee Schedules

(Insertions into last year's schedule reflected in blue;  
Deletions from last year reflected in red)

### 2008-2009 Commuter Fee Schedule

	Full Cost	Reduced Cost	Minimal Cost
<b>Activity &amp; Technology Fee</b>	<del>\$200.00</del> \$250.00	<del>\$100.00</del> \$150.00	<del>\$50.00</del> \$100.00
<b>Parking Permit (Optional)</b>	\$150.00	\$75.00	\$50.00

*Activity and Technology Fee:* 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, as well as to help offset technology costs such as ink, toner and paper. It may also help cover the expenses of on- and off-campus activities sponsored by the school or dorm (parties, recreation, membership to Jewish Community Center for exercise, etc).

*Parking Permit:* Students with cars are required to register the vehicle and purchase an *annual* parking permit that must be kept visible in the car while parked on campus.

*Cafeteria:* Cafeteria costs are not reflected above.

### 2008-2009 Resident Fee Schedule

	Full Cost	Reduced Cost	Minimal Cost
<b>Residential</b>	<del>\$2,500.00</del> \$2,750.00	<del>\$1,250.00</del> \$1,400.00	<del>\$300.00</del> \$400.00
<b>Activity &amp; Technology Fee</b>	<del>\$200.00</del> \$250.00	<del>\$100.00</del> \$150.00	<del>\$50.00</del> \$100.00
<b>Property Maintenance</b>	\$200.00	\$100.00	\$50.00
<b>Deposit</b>	\$100.00	\$50.00	\$25.00
<b>TOTAL FEES</b>	<del>\$3,000.00</del> \$3,300.00	<del>\$1,500.00</del> \$1,700.00	<del>\$425.00</del> \$575.00
<b>Parking Permit (Optional)</b>	\$150.00	\$75.00	\$50.00

*Residential:* This fee includes all meals (breakfasts, lunches and dinners) during the school week served in the cafeteria and helps defray other costs related to the residential program.

*Activity and Technology Fee:* This fee is nonrefundable and is used to subsidize campus activities that include student admittance to all student art performances and art openings, subsidizes field trips, graduation, dedication, gala expenses, as well as to help offset technology costs such as ink, toner and paper. It may also help cover the expenses of on- and off-campus activities sponsored by the school or dorm (parties, recreation, membership to Jewish Community Center for exercise, etc).

*Property Maintenance:* This fee is nonrefundable and used for building upkeep and maintenance.

*Deposit:* 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* parking permit that must be kept visible in the car while parked on campus.

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Perpich Center for Arts Education  
Board of Directors Meeting  
March 13, 2008

**Financial as of March 3, 2008**

**General Overview**

Attached is a financial analysis for the agency as of March 3, 2008, in the one-page summary format as designed and scheduled by the Finance Committee.

The detail provides information only on dollars expended in the specific reports, reflecting in State fiscal years 2006 and 2007. The detail information for fiscal year 2007 has been updated as well as 2008, through the close of business on March 3, 2008 (run specifically for the March Board meeting).

Changes were due to additional expenditures that have been pending from 2007 end-of-year purchases. Next is the current fiscal year 2008, showing details of the current budget, and dollars obligated and expended year-to-date as of March 3, 2008. The last column provides the percent (%) of budgeted dollars expended year-to-date. The upper right corner indicates that the current fiscal year is 64.66% completed.

Overall, the agency Report by Fund does not reflect much change from the previous month. However, there is one noticeable change in Dedicated Funds (200 Fund). This figure shows an increase of \$7,500 which is (A) a \$5,500 increase in the estimated allotment budget we propose to spend out of the funds yet to be received in PCAE's Miscellaneous Appropriations (Appr MIS) due to increases in agency repair and maintenance expenditures for this year; and (B) a \$2,000 increase in estimated revenues forecasted from Arts High School Performances for Common Curriculum uses.

The agency is currently in the process of a legislative audit so accounting and administrative staff, in addition to regular duties, are busy assisting our visiting auditors. Upcoming projects for the accounting department are the annual federal grant review, year end analysis, biennial budget preparations for FY10 & FY11, as well as the completion of the audit.

Deb

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Perpich Center for Arts Education  
Managers Financial Report

Percent of Year Completed  
**64.66%**

Active Allotment Account Balances As Of: 3/3/08 (Including Salary Expenditures for Pay Periods Ending On or Before: 2/22/08)

Program: 01 - 01 BACT: 01 - 01 MACT: 100 - 500 Fund: 100 - 690

Obligated Amounts for Object Classes 1A0 and 1B0 are Current Modified Payroll Obligation Amounts from SEMA4

AGENCY ALL FUNDS-Combined		Expended FY06	Expended FY07 as 03-03-08	Current FY08 Budget	Current FY08 Obligations	Current FY08 Expended YTD	% of Bud- get Expen- ded YTD
General Fund Approp's	Total 100 Fund	\$6,210,629.79	\$7,077,979.00	\$6,929,000.00	\$2,490,722.00	\$4,202,167.00	61%
Dedicated Fund Approp's	Total 200 Fund	\$884,898.88	\$1,143,662.00	\$1,273,772.00	\$363,652.00	\$494,824.00	39%
Federal Fund Approp's	Total 300 Fund	\$108,205.42	\$335,101.00	\$546,000.00	\$224,095.00	\$178,081.00	33%
MISC Fund Appropriations	Total 610 Fund	\$18,666.00	\$17,669.00	\$30,000.00	\$0.00	\$9,994.00	33%
Gift Fund Appropriations	Total 690 Fund	\$47,942.58	\$5,768.00	\$54,793.00	\$8,197.00	\$16,200.00	30%
<b>Grand Totals</b>	<b>All Funds</b>	<b>\$7,270,342.67</b>	<b>\$8,580,179.00</b>	<b>\$8,833,565.00</b>	<b>\$3,086,666.00</b>	<b>\$4,901,266.00</b>	<b>55%</b>

AGENCY BY OPERATION-All Funds		Expended FY06	Expended FY07 as 03-03-08	Current FY08 Budget	Current FY08 Obligations	Current FY08 Expended YTD	% of Bud- get Expen- ded YTD
ADMINISTRATION	MGMT 100	\$2,088,758.33	\$2,594,988.00	\$2,456,419.00	\$802,594.00	\$1,534,270.00	62%
ARTS HIGH SCHOOL	MGMT 200	\$2,750,398.60	\$2,867,156.00	\$3,294,763.00	\$1,235,541.00	\$1,739,586.00	53%
RESIDENTIAL	MGMT 300	\$757,279.55	\$783,861.00	\$784,554.00	\$282,304.00	\$488,985.00	62%
LEARNING RESOURCE CTR	MGMT 400	\$114,697.08	\$140,182.00	\$148,512.00	\$51,095.00	\$85,105.00	57%
PROF DEV & RESEARCH	MGMT 500	\$1,559,209.11	\$2,193,992.00	\$2,149,317.00	\$715,132.00	\$1,053,320.00	49%
<b>Grand Totals</b>	<b>ALL MGMTS</b>	<b>\$7,270,342.67</b>	<b>\$8,580,179.00</b>	<b>\$8,833,565.00</b>	<b>\$3,086,666.00</b>	<b>\$4,901,266.00</b>	<b>55%</b>

# Applicants to Arts High School

Printed  
03/13/08

New  
Rule

Redist-  
ricting

	96-97	97-98	98-99	99-00	00-01	01-02	02-03	03-04	04-05	05-06	06-07	07-08 *	08-09 **
<b>Applications</b>	314	348	348	355	353	374	391	329	349	349	336	361	278
Grade 11	255	252	244	254	269	260	277	236	281	261	247	252	200
Grade 12	59	96	104	101	84	114	114	93	68	88	89	109	78

\* After **two** rounds  
of admissions

\*\* After **one** round of  
admissions

<b>Metro</b>	60%	58%	65%	62%	64%	59%	67%	70%	73%	74%	72%	71%	
<b>Outstate</b>	40%	42%	35%	38%	36%	41%	33%	30%	27%	26%	28%	29%	
Cong. Dist. 1	25	37	27	32	27	24	23	25	12	22	17	15	5
Cong. Dist. 2	26	23	29	31	29	42	37	29	40	40	45	36	31
Cong. Dist. 3	64	67	74	71	95	88	92	79	77	82	72	98	45
Cong. Dist. 4	46	55	52	51	33	37	44	36	59	48	44	35	37
Cong. Dist. 5	54	48	73	75	73	63	85	70	68	76	72	78	68
Cong. Dist. 6	23	32	27	24	24	31	40	46	48	41	45	48	40
Cong. Dist. 7	25	35	24	38	36	45	36	21	17	12	13	18	19
Cong. Dist. 8	51	51	42	33	36	44	34	23	28	28	28	33	33

## Outstate

Cong. Dist. 1, 7, 8

Cong. Dist. 2

Goodhue

LeSuer

Rice

Cong. Dist. 6

Benton

Sherburne

Stearns

Wright

## Metro

Cong. Dist. 2

Carver

Dakota

Scott

Cong. Dist. 3, 4, 5

Cong. Dist. 6

Anoka

Washington

<b>Females</b>	203	205	225	232	238	231	251	216	217	236	219	227	184
<b>Males</b>	111	143	123	123	115	143	140	113	132	113	117	134	94
<b>Ethnicity</b>	16%	11%	14%	13%	10%	12%	16%	16%	12%	10%	22%	17%	
African Amer.	11	9	7	5	7	7	12	11	11	14	22	18	13
Amer. Indian	3	4	2	5	3	6	6	1	7	1	9	9	9
Asian	8	6	5	5	7	5	15	5	8	8	9	13	4
Mexican/ Chicano	5	4	3	2	2	2	1	1	1	0	0	-	
Multi-Ethnic	10	5	17	21	6	9	14	16	6	0	13	-	
Hispanic	0	0	2	0	5	3	9	7	0	8	13	15	10
Other	3	4	6	2	1	7	4	8	6	2	2	-	
White	215	254	256	270	287	294	312	254	284	284	246	264	222
No Response	59	63	50	45	35	41	18	26	26	32	22	42	20

<b>Commuters</b>									172	167	140	177	125
<b>Residents</b>									177	182	196	184	153

## Applications to Arts High School (Some applicants applied to two arts areas)

<b>Dance</b>	27 (19-8)	27 (18-9)	23 (18-5)	21 (17-4)	27 (18-9)	31 (18-13)	31 (18-13)	20 (12-8)	26 (17-9)	26 (23-3)	23 (18-5)	25 (18-7)	21 (15-6)
<b>Literary</b>	58 (52-6)	51 (36-15)	45 (32-13)	49 (34-15)	46 (39-7)	57 (48-9)	49 (31-18)	53 (36-17)	46 (37-9)	49 (35-14)	40 (33-7)	54 (38-16)	47 (34-13)
<b>Media</b>	27 (20-7)	37 (30-7)	35 (21-14)	32 (22-10)	40 (27-13)	30 (19-11)	33 (23-10)	35 (26-9)	42 (32-10)	48 (36-12)	34 (25-9)	51 (31-20)	44 (38-6)
<b>Music</b>	78 (56-22)	93 (69-24)	83 (60-23)	85 (61-24)	86 (70-16)	99 (71-28)	117 (87-30)	90 (65-25)	103 (83-20)	94 (68-26)	99 (65-34)	101 (73-28)	83 (54-29)
<b>Theater</b>	51 (46-5)	65 (47-18)	51 (38-13)	57 (41-16)	45 (38-7)	54 (38-16)	57 (45-12)	40 (29-11)	38 (27-11)	38 (31-7)	35 (30-5)	46 (36-10)	30 (22-8)

21 (15-6)

Visual

105 (85-20)	109 (76-33)	115 (78-37)	116 (82-34)	113 (81-32)	108 (70-38)	106 (75-31)	96 (71-25)	106 (94-12)	101 (74-27)	111 (82-29)	100 (65-35)	76 (53-23)
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total

juniors

seniors

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

**Board of Directors  
Board Meeting Minutes  
for April 10, 2008**

**2:00 PM in the "Large Glass Box" of GAIA**

**Note:** Any handouts from the April 10 meeting that are included in the permanent, public record, may be found in the *2008 Board Meetings* binder, behind: (1) the *April Board Booklet* (materials snail-mailed to board members in preparation for the April Board meeting), and (2) these April 10 minutes (once approved by the Board at their May 8, 2008 meeting). The handouts will be numbered from page *Apr08:1-Apr08:12*.

**1. Meeting Call to Order.**

Howard Wilson, PCAE Board Chair, called the meeting to order at 2:17 pm.

**2. Roll Call and Introductions.**

H. Wilson noted Dorothy Suomala's absence from this meeting due to the recent death of her 19 month old granddaughter Helena Suomala Folkerds. The Board sent a floral tribute to the Folkerd household and a note of condolence.

**Members Present:** Peter Adolphson, Bari Amadio, Denis Biagini, Robert "Bob" Brandt, Margaret "Maggie" DiBlasio, Ardythe "Ardie" Gallant, Penny Johnson, Roberta Jones, Sonja Peterson, Alex Plechash, Howard Wilson, and KaiMay Yuen-Terry.

**Excused:** Virginia Katz, Dorothy Suomala, and MaryAnne Wilimek.

**Guests Present:** Staff: (from PDR:) Barbara Cox; Mike Hiatt; (from AHS:) Alice Woog; (from Admin:) Deb Ambright, Nathan Davis, Larry Etkin, Steve Greenberg, Pam Paulson; (from Stephen Ward Associates consulting firm:) Jane Nakken, Stephen Ward; (other guest:) David Zimmerman.

**2A. For Information:** AHS graduation ceremony is at 2:00 pm on Friday, June 6 at Ted Mann Auditorium (U of MN West Bank Campus).

- Chair Wilson invited Board members to consider which of them should be the Board speaker at graduation this year. The choice will be made at the May meeting.
- Board members were invited to request a ticket to attend the ceremony. Those who know by the May meeting if they'll want to attend the ceremony were asked to let the Executive Office know at that meeting.

**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 changes:

- a. In the text of item 9 (*For Information: Public Comment...*) replace *Chair Virginia Katz* with *Chair Howard Wilson*.
- a. Add new item 7A. *For Action +/-or Information: Next steps for Strategic Planning process*.
- a. Add new item 7B. *For Action +/-or Information: Protocol for Legislative Liaison Committee*.

**Seconded by:** D. Biagini.

**Verbal vote:** passed unanimously.

3. **For Action:** Call for approval of the minutes from the March 13, 2008 Board meeting.

**Motion by:** S. Peterson to approve 03/13/08 minutes as submitted.

**Seconded by:** P. Johnson.

**Verbal vote:** passed unanimously.

5. **For Action:** Approve Dorothy Suomala's joining of the Finance Committee (she was absent from February 14 Board meeting when Board committees were re-constituted and approved).

**Motion by:** B. Brandt to have D. Suomala join Finance Committee.

**Seconded by:** B. Amadio.

**Verbal vote:** passed unanimously.

6. **For Information:** Finance Report as of March 28, 2008.

Clarification added at meeting:

- 1. Per Ambright, it is permissible to apply dedicated revenue funds to general operations expenses, and PCAE is doing so.
- 1. PCAE has recently received a \$25K grant from ISEEK Solutions of Minnesota Learning Innovations Council for PDR's Artful Online Learning Objects Development and Dissemination Project.
- 1. P. Adolphson recommended that administration increase efforts to identify grant opportunities.

6. **For Information:** Executive Director's Report (pages Apr08:1-Apr08:10).

Highlights of information added at the Board meeting:

- 1. Arts High School is opening a second round of admissions for 2008-09 academic year in the areas of dance, theater, and music (visual, media, and literary arts are at capacity after the first round of admissions).
- 1. The First Agency Quarterly Report, for Q1 2008, is considered a public document. It and future quarterly reports will be posted on the internal Perpich website as well as filed along with the Board minutes (as part of the materials distributed to the Board at their monthly Board meeting).

- 7A. **For Action +/-or Information:** Next steps for Strategic Planning process.

Stephen Ward Associates (SWA) has helped the Board create/identify strategic

goals based on data gathered in meetings and interviews with numerous stakeholders across Minnesota:

1. Working under the guidance of the organizational *Mission & Vision*, Executive Director Davis will be charged to identify and develop objectives that will accomplish the strategic goals.
1. An action plan will be developed that will include data-driven objectives, incremental goals, milestones, and a timeline.

SWA and the Board decided another planning session was needed to work together, in addition to the Retreat that had ended right before the beginning of this Board meeting. It was recommended that the May Board meeting begin one hour earlier to accommodate the inclusion of such a planning session with SWA.

**Motion by:** P. Adolphson to begin the May 8 Board meeting at 2:00 pm—one hour earlier than the usual 3:00 pm.

**Seconded by:** S. Peterson.

**Verbal vote:** passed unanimously.

**7B. For Action +/-or Information:** Protocol for Legislative Liaison Committee.

Representative Tom Emmer recently introduced an amendment in the State House to significantly cut funding to PCAE. In response, after discussing the matter with Board Chair Wilson, N. Davis's office sent a letter to all the State senators and representatives in support of PCAE funding not being cut. (The letter is filed as *Apr08:11-Apr08:12.*)

Wilson noted that in similar situations in the future, the protocol should be expanded to include discussing the matter not only with the Board chair, but also the chair of Legislative Liaison Committee.

**6. For Information:** Review of the School Calendar for the 2008-2009 academic year, and request approval of the first and last days of classes.

**Motion by:** P. Adolphson to begin classes on Tuesday, August 26, 2008 and end classes on Thursday, June 4, 2009, as indicated on the calendar.

**Seconded by:** P. Johnson.

**Verbal vote:** passed unanimously.

**6. For Information:** Public Comment at approximately 4:30.

Nobody present asked to speak.

**6. For Information:** Perpich Center for Arts Education—How it began, its roots from the 1980s.

David Zimmerman was one of the individuals called upon by Governor Rudy Perpich, in 1983, to convene an advisory committee to explore creating a whole arts center and school for the State of Minnesota.

Some of the information Zimmerman mentioned on the history of PCAE will be placed in a file in the Center's executive offices reflecting *PCAE History*.

In his ensuing talk with the Board during this agenda item, Zimmerman stated a number of his beliefs pertaining to education, the arts, and the human experience.

Some Highlights:

- Criteria to consider for any educational program (the “E’s” of learning):
  - a. Is it Educational?
  - b. Is it Economical to deliver?
  - c. Is it Efficient?
  - d. Is the Environment conducive to success?
  - e. Egos can get in the way of all progress!
  - f. Enunciation: Students must be able to speak of a class with clarity.
  - g. Students must be able to speak of a class with Enthusiasm.
  - h. Does it pass careful Evaluation?
  - i. Education is Experiential and Experimental.
- I do not believe in common sense—I believe [good sense] is learned.
- The key [for this agency] is the interlock between the arts and academics.
- Curriculum should be outcome-based, thematic, and individualized.

7. Adjournment at 4:08 pm.

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

**Seconded by:** B. Amadio.

**Verbal vote:** passed unanimously.

Perpich Center for Arts Education  
Logistics for PCAE Board Annual Retreat  
&  
Agenda for April Board Meeting

**Logistics For The Annual Board Retreat**

<b>Day 1:</b>	Noon - 5:00 pm	Wed, April 9	<b>Visitors Center (the main bldg)</b>
<b>Day 2:</b>	9:00 am – Noon	Thurs, April 10	<b>Large Glass Box (GAIA bldg)</b>

**Agenda For The April Board Meeting**

2:00 PM on Thursday, April 10, 2008  
Large Glass Box in GAIA (PDR) Building



**Note that the meeting will run one hour earlier than usual—from 2:00-4:00 pm instead of 3:00-4:00.**

1. Call to Order by Howard Wilson, Board Chair.
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 13, 2008 Board meeting.  
Pages 1-5 in Board booklet.
5. **For Action:** Call for approval for Board member Dorothy Suomala to join Finance Committee.  
Presenter: H. Wilson.
6. **For Information:** Finance Report as of March 28, 2008.  
Presenters: Alex Plechash, Finance Committee Chair, and  
Deb Ambright, PCAE Finance Director.  
Pages 7-9 in Board booklet.

7. **For Information:** Executive Director's First Agency Quarterly Report: January-March 2008.  
Presenter: Nathan Davis.  
**Handouts to be distributed at Board meeting.**
8. **For Action & Information:** Review of the 2008-2009 School Calendar for the 2008-2009 academic year, and request for approval of the first and last days of classes.  
Presenter: Alice Woog, AHS Director.  
Pages 11-14 in Board booklet.
9. **For Information:** Public Comment at approx. 3:30 (one hour earlier due to early start time).  
Anyone who wishes to address the Board may do so at this time. Please limit remarks to five minutes. If possible, please notify Board Chair Howard Wilson in advance of meeting of your intent to address the Board during this agenda item. However, anyone who is unable or does not wish to provide advance notice is nevertheless invited to address the Board at this time.
10. **For Information:** Perpich Center for Arts Education—How it began, its roots from the 1980s.  
Presenter: David Zimmerman, Founding Director of the Minnesota MAX Program and the Perpich Arts Education Resource Center.
11. Adjournment.

**Notes About Agendas for this Month and May:**

**For Information:** Report on the outcome of the Management Compliance Audit.  
Originally slated for April 10, this item is being postponed until the May 8 meeting due to time constraints for Stephen Ward Associates (consultants performing this audit).

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

**Board of Directors  
Board Meeting Minutes  
for March 13, 2008**

**3:00 PM in the "Large Glass Box" of GAIA**

**Note:** Any handouts from the March 13 meeting that are included in the permanent, public record, may be found in the *2008 Board Meetings* binder, behind: (1) the *March Board Booklet* (materials snail-mailed to board members in preparation for the March Board meeting), and (2) these March 13 minutes (once approved by the Board at their April 10, 2008 meeting). The handouts will be numbered from page *Mar08:1-49*.

**1. Meeting Call to Order.**

Howard Wilson, PCAE Board Chair, called the meeting to order at 3:06 pm.

**2. Roll Call and Introductions, including setting scheduling start and end times for the 2008 Board Retreat.**

**Members Present:** Peter Adolphson, Bari Amadio, Denis Biagini, Robert "Bob" Brandt, Margaret "Maggie" DiBlasio, Ardythe "Ardie" Gallant, Penny Johnson, Roberta Jones, Virginia Katz, Sonja Peterson, Alex Plechash, Dorothy Suomala, Howard Wilson, KaiMay Yuen-Terry.

**Excused:** MaryAnne Wilimek.

**Guests Present:** Students: Gracie Anderson, Emma Colón, Lucas Granholm, Corey Hall, Daniel Lebowitz, Preston Palmer, Michael Spaulding, Haley Traub; Staff: (from PDR:) Mike Hiatt; (from AHS:) João Bichinho, Alice Woog; (from Admin:) Deb Ambright, Nathan Davis, Larry Etkin, Holly Folkers, Steve Greenberg, Pam Paulson.

Board chair Wilson

**Motion by:** A. Plechash to change the time of the April Board meeting from the usual time (3-5 pm) to 2:00-4:00 pm (start & end one hour earlier).

**Board Retreat & April Board Meeting:**

<b>Wed., April 9:</b>	12 noon-5:00 pm	Retreat, Part I *
<b>Thurs., April 10:</b>	9:00 am-12 noon	Retreat, Part II *
	1:00-2:00 pm	Personnel Cmte Mtg
	2:00-4:00 pm **	Monthly Board Mtg

\* Stephen Ward and Jane Nakken of Stephen Ward Associates (SWA) will present the data they've gathered from Strategic Planning community forums, staff meetings, and individual interviews

over the past 6+ months. Beginning with the data, SWA will take the Board into the next steps of the process that will culminate in a three-year strategic plan for PCAE as well as leaving PCAE and the Board the process and tools necessary to continue planning as needed in the future.

**\*\* Note that 2:00-4:00 pm for the Board meeting in April is a change from the traditional 3:00-5:00 pm.**

**Seconded by:** D. Suomala.

**Verbal vote:** passed unanimously.

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

**Motion by:** D. Biagini to approve agenda for this meeting with the following change:

Change item 5 to 7A (**For Information:** *AHS senior and theater student Gracie Anderson will perform the audition piece she recently used at the National Unified Auditions and Interviews in Chicago*).

**Seconded by:** B. Amadio.

**Verbal vote:** passed unanimously.

**4. For Action:** Call for approval of the minutes from the February 14, 2008 Board meeting.

**Motion by:** S. Peterson to approve 02/14/08 minutes with these two changes:

On page three, agenda item #8 (**For Action:** *Approve schedule of monthly Board meetings for March 2008 through February 2009*):

Include in the minutes the final paragraph (see below) from the February 14, 2008 Board booklet, page 7, which relates to changing a scheduled meeting:

Meeting dates, times, and/or locations may be changed by a majority vote of the Board itself. According to the Board's bylaws, one of the monthly meetings must be held out-state.

On page three of February 14 minutes, agenda item #10 (**For Information:** *Executive Director's Report*):

Change *Highlight #1* from:

After this meeting, personnel updates will be reported by PCAE Personnel (HR) Officer Valerie Osborn.

To (italics indicate new or modified text):

After this meeting, *if the Board wishes*, personnel updates *may* be reported by PCAE Personnel (HR) Officer Valerie Osborn.

**Seconded by:** P. Johnson.

**Verbal vote:** passed unanimously.

**5. Per item #3 above, this item has become 7A.**

6. **For Action:** Approve student fee schedule for 2008-2009 academic year.

**Motion by:** B. Brandt to approve fee schedule as presented on pages 5-7 of March 2008 Board booklet.

**Seconded by:** P. Johnson.

**Verbal vote:** passed unanimously.

Clarification added at meeting:

Once the food service contract has been negotiated for 2008-09, the fee for school lunches will be included on the student fee schedule.

7. **For Information:** Executive Director's Report (pages *Mar08:1-2* in 2008 binder).

The main focuses of presentation and discussion during this report to the Board were applications to, admissions into, and the demographics of the student body of the Arts High School. Applications for the 2008-09 academic year are down from previous years (refer to chart on page *Mar08:3*).

Interim Arts High School Director Alice Woog, consultant and previous Interim Arts High School Direct Bruce Santerre, and Communications Director Larry Etkin addressed the Board and others present, as well as distributed or showed the following handouts and PowerPoint presentations:

- Perpich High School, NCA Accreditation Process, Board Report, March 13, 2008 (*Mar08:A5-A9*),
- *Art For Our Sake – School Arts Classes Matter More Than Ever – But Not For The Reasons You Think*; article from The Boston Globe (*Mar08:11-17*),
- *Adding Measures of Academic Success to the Minnesota School Report Card*: MN House of Representatives Research Bill Summary (*Mar08:19-23*),
- *Policies and Research that Support Assessing and Reporting Student Learning in the Arts*, a document presented by PCAE to the Senate Education Subcommittee on Expectations and Accountability (*Mar08:25-26*), and
- *Executive Director's Report: Communications* (*Mar08:27-28*).

Highlights of information added at the Board meeting:

1. Conditions and events that affect the number of prospective commuter students and resident students who apply to AHS are varied. Some are:
  - the availability and schedule of metro bus lines,
  - the cost of gasoline, and
  - parental fears post-9/11.
2. Education is moving toward data-driven models to quantitatively measure learning and educational leadership.
3. Student achievement could be affected by curriculum; perhaps AHS should establish a process to review curricula at set intervals.

4. Per the legislature that created PCAE, AHS has capacity for 310 students; the current student body is 278 students.
5. The first issue of a re-vitalized *PACE* newsletter—with even more emphasis on marketing the Center—is scheduled for the end of May 2008.
6. Work is underway to add to the artfulness and attraction of the PCAE public website.

Board member B. Brandt commended Executive Director Davis for addressing issues of applications and admissions to Arts High School by submitting the “best diagnostic presentation I’ve seen in my eight years here.”

Board Chair Wilson expressed his appreciation for the well-prepared and informative reports.

- 7A. **For Information:** AHS senior and theater student Gracie Anderson will perform from the audition pieces she recently used at the *National Unified Auditions and Interviews* in Chicago.

The National Unifieds are auditions and interviews held for students who are applying to one or more post-secondary art programs. Instead of the applicant traveling to each school, representatives from a variety of schools gather in one place to see each applicant.

G. Anderson performed two of the three one-minute pieces she’d used in Chicago: a monologue by the character “Miss Scoons” in the play *Angel City* by Sam Shepard, and a monologue by “Masha” in Anton Chekhov’s *Three Sisters*. Each piece was followed by exuberant applause.

8. **For Information:** Finance Report as of March 3, 2008.

Board Finance Chair A. Plechash noted that the finance report (pages 9-11 in March Board booklet) was straightforward; there were no questions from the Board.

9. **For Information:** Public Comment at approximately 4:30.

Three representatives from the AHS Student Government—Haley Traub, Michael Spaulding, and Preston Palmer—addressed the Board and distributed a one-page *Declaration of Perpich Ideals*—a collaborative work of a number of students and faculty, and endorsed by 207 students and faculty (Mar08:29).

Some highlights of the Student Government requests at the Board meeting:

1. In presenting the above-mentioned *Declaration* to the Board, the Student Government requested that the document be formalized as reference documentation for ongoing and future review. They also requested that it be part of the orientation materials be given to new students, staff, and faculty.
2. There should be a school and faculty liaison to the PCAE Board.
3. PCAE should form an Alumni Council, to meet once each month.

The general reaction to the Student Government's work, thoughtfulness, and process to deliver such a constructive presentation was positive:

1. Board member A. Plechash praised AHS's Student Government for achieving a level of work and presentation that one rarely has the opportunity to see from such groups. He then proposed that their *Declaration* be submitted to Stephen Ward Associates (SWA) as part of the data to be used as Perpich, under the auspices of the Board, creates a strategic plan for the Center.
  2. Board chair H. Wilson commended the students for expressing their values so clearly and constructively. Agreeing with Plechash, Wilson added that the student sentiments must be included in the process of creating a strategic plan, as the students of AHS are clearly key stakeholders of this organization.
  3. Executive Director N. Davis praised the group for developing such a positive, thoughtful way to express their concerns to the Board.
10. **For Information:** Viewing of PowerPoint presentation (*Mar08:31-49*) shown by Pam Paulson and Nathan Davis to State legislators in November 2007, and mention by Paulson of two grant proposals submitted by Perpich to the U.S. Department of Education.

The grant proposals are:

1. Arts Education Model Development and Dissemination Grant, and
2. Professional Development for Arts Educators Grant.

11. Adjournment at 5:15 pm.

**Motion by:** P. Johnson to adjourn.

**Seconded by:** P. Adolphson.

**Verbal vote:** passed unanimously.

# PERPICH CENTER for ARTS EDUCATION LIBRARY

Perpich Center for Arts Education | 6125 Olson Memorial Hwy, Golden Valley, MN 55422 | 763-591-4700  
www.pcae.k12.mn.us/lib/lib.html

Jeanne Iverson, Senior Librarian and Karen Neinstadt, Librarian

This unique collection of **18,000 titles** specializes in the **arts, arts education, and multicultural education resources** (books, video, DVD, CD's, and curriculum items). Students of the state Arts High School, Perpich staff, academic institutions, teachers, artists, and any adult resident of Minnesota may utilize this library collection.

- **Media Center – supports academic and arts curriculum for AHS students**
  - provides resources that are used by students and teachers to enrich and expand knowledge and understanding in:
    - Arts Education (dance, literary, media, music, theater, visual arts)
    - Cultural Diversity (diversity and multicultural education materials)
    - Information Literacy (reading, research, technology)
  - 2632 items borrowed (2007); 1821 items borrowed (2006) – students and staff
  - Library scheduled use – 151 times in 2007
- **Special Library – serves adult MN residents (primarily K-12 educators and teaching artists) – 935 current members to date**
  - Direct use of materials by teachers & artists across MN (1,452) 2007; (881) 2006
  - Inter-library loan activity – 221 loaned and 104 borrowed (2007)
  - A network of teachers who are SEED (Seeking Educational Equity and Diversity) leaders in their schools and communities across Minnesota who use the diversity and multicultural education collection.

K-12 and post-secondary teachers across Minnesota used PCAE Library resources with students in these and many other communities: Anoka, Columbia Heights, Waite Park, Winthrop, New Ulm, Owatonna, Little Falls, Lanesboro, Grand Rapids, Duluth, Rochester, Alexandria, Montevideo, Caledonia, North Branch, Forest Lake, Zimmerman, Stillwater, Lake Park, Worthington, Winona, Buffalo, Brainerd, Hawley, Bagley, Morgan, Redwood Falls, and Big Lake.

- **State Agency Library**
  - Collaborates with the Professional Development and Research (PDR) staff here at the Perpich Center for Arts Education to provide library resources that supplement and enhance training and teaching efforts.
  - One of 13 state agency libraries serving the State of Minnesota employees (including all staff at the Perpich Center for Arts Education).

## **This Library collection is valuable to Minnesota residents because the materials:**

- Support the curriculum at the state Arts High School;
- Are unique library materials and often not available in other libraries;
- Are used statewide to integrate teaching of the arts in lesson planning and direct classroom instruction;
- Supplement classroom resources with additional materials;
- Can easily be searched through the online catalog on our website;
- Are mailed to off-campus library users free of charge (or held for pick-up);
- Are available for check out all year long with extended hours during the school year.

**Looking Ahead:** Increased usage and awareness of this collection statewide, improved interactive website, archival plan implemented, aging videotapes replaced/preserved, add one library staff person.



Perpich Center for Arts Education

# Library

## Contact Info and Hours

### Library Staff:

Jeanne Iverson

[jeanne.iverson@pcae.k12.mn.us](mailto:jeanne.iverson@pcae.k12.mn.us)  
763-591-4741

Karen Neinstadt

[karen.neinstadt@pcae.k12.mn.us](mailto:karen.neinstadt@pcae.k12.mn.us)  
763-591-4742

### School Year Hours:

Monday through Thursday

7:30 am – 5:30 pm

Friday – 7:30 am – 4 pm

Summer Hours & non-school day hours: 7:30 am – 4 pm (M-F)

### Check Out of Materials:

**Books, Video, DVD, CD, CD-ROM's –**

21 day check-out for books  
and 7 days for all other items.

### Available in the Library:

- Wireless Internet Access
- 10 computers + printer
- Video and DVD players; Projection system

## **RESOURCE SPECIFIC QUOTES (with permission granted from person quoted)**

**Audra Albrecht, Brainerd H.S. English Dept., BHS Drama Director; [audra.albrecht@isd181.org](mailto:audra.albrecht@isd181.org)**

"The Library has been a fantastic resource for my world drama class this year. Thanks so much for your recent shipment of Japanese films. They were a wonderful supplement to our Asian Drama unit. "

**Elementary Music teacher – Jeanne Mammen, Worthington**  
[jeanne.mammen@isd518.net](mailto:jeanne.mammen@isd518.net)

Jeanne checked out a video from the library collection on Native American dance.

"Thank you for your service. My students enjoyed the real-life aspect of the pow-wows shown. It raised awareness and respect for Native American customs and brought heightened regard for our Native American students. "

**U.S Forest Service Trainer – Lisa Burban; Forest Resources Management – USDA Forest Service,**  
1992 Folwell Ave. St. Paul, MN 55108  
Phone 651.649.5245 FAX: 651.649.5238  
E-Mail: [lburban@fs.fed.us](mailto:lburban@fs.fed.us) Website: <http://fsweb/>

"I co-teach a workshop on effective outreach to non-traditional audiences. The workshops is for natural resource professionals. The materials and books from PCAE Library helped me (as a workshop leader) gain insights and references for my workshop."

**Judy Broekemeier, PreK-2<sup>nd</sup> Grade, Visual Arts Teacher - Mora, MN**  
[judy\\_broekemeier@mora.k12.mn.us](mailto:judy_broekemeier@mora.k12.mn.us)

Elementary teacher from Mora borrowed a Frank Lloyd Wright video -

"My second graders love learning about Frank Lloyd Wright. They go home and tell their parents about the cantilevers they made on their gingerbread (graham cracker and frosting) houses. They eat one, put one on the house, eat one, put one on the house, etc. Nobody wanted to make a "conventional looking" gingerbread house!"

**Tinne Rosenmeier, Dance/Theater teacher, Crosswinds School, Woodbury –**  
[tinne.rosenmeier@emid6067.net](mailto:tinne.rosenmeier@emid6067.net)

"I checked out the classroom material on Kabuki Theater; fabulous video collection – I've already used some of them. I've used books, videos, and CD's on dance."

**Joan Bachmann, SEED Leader, Rochester, MN [jobachman@rochester.k12.mn.us](mailto:jobachman@rochester.k12.mn.us)**

"The service from your library is fantastic. I have felt that my requests are valued and given attention in a timely fashion."

## **General Comments from Library Visitors:**

"PCAE Library is welcoming and well organized. Reference staff are warm and eager to assist."

"Housing the SEED/MIP library collection (at the PCAE Library) is wonderful!"

"I greatly appreciate your great resources and thoughtful assistance."

"Fast, helpful advice about which videotapes would be related to my current assignment."

"You're a great resource!"

"Thanks for answering right back to emails!" (question from 1/17/07)

**Debbie Hagberg, Curriculum Integrator, Lincoln School – Anoka**

Teachers from Lincoln School have used the library for resources several times this year. This letters illustrates the way two parts of this agency, the Library and the Professional Development and Research division work together to assist teachers to improve the curriculum they offer in schools statewide.

January 25, 2008

“PCAE Rocks!

The staff at the Perpich Center for Arts Education in Golden Valley, MN and Specialty School Team at Lincoln Elementary School for the Arts in Anoka, MN, have joined together to develop a high quality “arts” program for the staff and students at Lincoln. The staff at Perpich have created workshops to train the Lincoln staff in visual, performing and literary arts. The support of Professional Development and Research staff including Barbara Cox, Dave Beman, Diane Aldis and Derek Phillips, along with many other members of the PCAE staff, has been instrumental in helping to shape our arts programming. They have joined us on our creative journey in developing a high quality arts integrated school, forever learning and growing.

The researched brain-based philosophy of integrating the arts into our school’s curriculum is supported with an extensive library collection at the Perpich Center. It has been invaluable to us as we look for high quality arts and/or arts integrated curriculum resources. Jeanne Iverson and her PCAE library staff are very knowledgeable and assist our staff in making selections of resource and media materials that best fit our instructional needs. Visiting and browsing at the Perpich Center Library or using its on-line resource catalog, has made obtaining and sending back materials accessible and convenient.

Minnesota educators as well as the general public truly have a valuable resource in the Perpich Center for the Arts Education Library and in the Professional Development and Research part of this state agency.”

Debbie Hagberg  
Curriculum Integrator  
Debbie.Hagberg@anoka.k12.mn.us  
Lincoln Specialty School for the Arts  
540 South Street  
Anoka, MN 55303  
763-506-3145

**Perpich Center for Arts Education  
Managers Financial Report**

**Percent of Year Completed**  
**71.51%**

Active Allotment Account Balances As Of: 3/28/08  
(Including Salary Expenditures for Pay Periods Ending On or Before: 3/18/08)

(Expanded reports are scheduled for Sept, Jan & May)

Program: 01 - 01 BACT: 01 - 01 MACT: 100 - 500 Fund: 100 - 690

Obligated Amounts for Object Classes 1A0 and 1B0 are Current Modified Payroll Obligation Amounts from SEMA4

AGENCY ALL FUNDS-Combined		Expended FY06	Expended FY07 as of 03-03-08	Current FY08 Budget	Current FY08 Obligations	Current FY08 Expended YTD	% of Bud- get Expended YTD
General Fund Appropriations	100 Fund	\$6,210,629.79	\$7,077,979.00	\$6,929,000.00	\$2,077,530.00	\$4,670,068.00	67%
Dedicated Fund Appropriations	200 Fund	\$884,898.88	\$1,143,662.00	\$1,284,212.00	\$291,700.00	\$612,643.00	48%
Federal Fund Appropriations	300 Fund	\$108,205.42	\$335,101.00	\$546,000.00	\$219,766.00	\$197,920.00	36%
MISC Fund Appropriations	610 Fund	\$18,666.00	\$17,669.00	\$30,000.00	\$0.00	\$11,400.00	38%
Gift Fund Appropriations	690 Fund	\$47,942.58	\$5,768.00	\$54,793.00	\$6,432.00	\$18,378.00	34%
Grand Totals	All Funds	\$7,270,342.67	\$8,580,179.00	\$8,844,005.00	\$2,595,428.00	\$5,510,409.00	62%

AGENCY BY OPERATION-ALL FUNDS		Expended FY06	Expended as of 03-03-08	Current FY08 Budget	Current FY08 Obligations	Current FY08 Expended YTD	% of Bud- get Expended YTD
ADMINISTRATION	MGMT 100	\$2,088,758.33	\$2,594,988.00	\$2,450,252.00	\$652,575.00	\$1,689,045.00	69%
ARTS HIGH SCHOOL	MGMT 200	\$2,750,398.60	\$2,867,156.00	\$3,294,763.00	\$1,005,042.00	\$1,995,769.00	61%
RESIDENTIAL	MGMT 300	\$757,279.55	\$783,861.00	\$784,554.00	\$218,407.00	\$555,590.00	71%
LEARNING RESOURCE CTR	MGMT 400	\$114,697.08	\$140,182.00	\$148,184.00	\$50,843.00	\$95,856.00	65%
PROF. DEVEL. & RESEARCH	MGMT 500	\$1,559,209.11	\$2,193,992.00	\$2,166,252.00	\$668,561.00	\$1,174,149.00	54%
Grand Totals	ALL MGMTS	\$7,270,342.67	\$8,580,179.00	\$8,844,005.00	\$2,595,428.00	\$5,510,409.00	62%

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

**Board of Directors  
Board Meeting Minutes  
for May 8, 2008**

**2:00 PM in the "Large Glass Box" of GAIA**

**Note:** Any handouts from the May 8 meeting that are included in the permanent, public record, may be found in the *2008 Board Meetings* binder, behind: (1) the *May Board Booklet* (materials snail-mailed to board members in preparation for the May Board meeting), and (2) these May 8 minutes (once approved by the Board at their June 12, 2008 meeting). The handouts will be numbered from page *May08:1-May08:26*.

- A. Two Board committees met on Monday, May 5:
  - a. Vision & Mission Task Force from 1:00-3:00 pm, and
  - b. Finance Committee met from 4:00-5:30 pm.
- B. Two Board committees were scheduled to meet prior to the full Board meeting on Thurs., May 8:
  - a. Personnel Committee was initially scheduled to meet at 12:30 pm, but to accommodate an added agenda item, they met from 12:00-2:00 pm.
  - b. Finance Committee was scheduled to meet from 1:00-2:00 pm, but since they were able to complete their pre-May-meeting agenda at their Monday, May 5 meeting, the meeting for May 8 was cancelled.
  - c. After their meeting on May 5, Vision & Mission Task Force decided to also meet on May 8, which they did from 12:00-2:00 pm.

---

1. Meeting Call to Order.

Howard Wilson, PCAE Board Chair, called the meeting to order at 2:21 pm.

2. Roll Call and Introductions.

H. Wilson noted Penny Johnson's surgery of the day before and circulated a greeting card for Board members to wish her a speedy recovery.

**Members Present:** Peter Adolphson, Bari Amadio, Denis Biagini, Robert "Bob" Brandt, Margaret "Maggie" DiBlasio, Ardythe "Ardie" Gallant, Roberta Jones, Virginia Katz, Sonja Peterson, Alex Plechash, MaryAnne Wilimek, Howard Wilson, and KaiMay Yuen-Terry.

**Excused:** Penny Johnson.

**Unexcused:** Roberta Jones.

**Guests Present:** Staff: (from Admin:) Deb Ambright, Nathan Davis, Larry Etkin, Steve Greenberg, Bill Nash, Valerie Osborn, Pam Paulson; (from PDR:) Diane Aldis, Nyssa Brown, Barbara Cox, Mike Hiatt, Virginia McFerrin; (from Stephen

Ward Associates consulting firm:) Jane Nakken; (Students:) Emily McKown and Preston Palmer.

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

**Motion by:** V. Katz to approve agenda for this meeting with the following changes:

- a. Change item 5 (***For Discussion +/-or Action: Strategic Planning...***) to item 5B.
- b. Change item 11 (***For Action: Request for approval... ACE~Theater Grants...***) to 5A.
- c. Add new item 11 (***For Information: Update on identifying a Board speaker for the AHS commencement ceremony on June 6).***
- d. "Shift" item 8 to allow it to be handled out-of-turn, around 3:30 pm, about mid-way through item 5B (***For Discussion +/-or Action: Strategic Planning...***).

**Seconded by:** A. Plechash.

**Verbal vote:** passed unanimously.

4. **For Action:** Call for approval of the minutes from the April 10, 2008 Board meeting.

**Motion by:** B. Brandt to approve 04/10/08 minutes as submitted.

**Seconded by:** M. Wilimek.

**Verbal vote:** passed unanimously.

5A. **For Action:** Request for approval of the recipients of the ACE~Theater Grants for the 2008-2009 school year.

**Note:** Board Chair Howard Wilson recused himself from chairing this portion of the meeting since one of the schools recommended by PDR to receive a grant is Four Seasons A+ Elementary, where Wilson serves as principal. Vice Chair Maggie DiBlasio chaired the meeting at this time instead.

**Motion by:** S. Peterson to approve awarding ACE~Theater grants to six Minnesota school recipients, and keeping two other schools on a list of alternates in case one or two of the six recipients is unable to be in the program after all.

**Budget 3342**

**TOTAL REQUEST: \$20,321**

**PDR: ACE~Theater Grant Request 08-09**

(Continued on next page ⇒)

<i><b>Cong. Dist.</b></i>	<i><b>Proposed Funding School</b></i>	<i><b>School Year 08-09</b></i>
8	AlBrook School (PreK-12) Saginaw, MN	\$5050
4	Four Seasons A+ Elementary St. Paul, MN	\$3750
6	Lakes International Language Academy Forest Lake, MN 55025	\$3460
3	Sandburg Middle School Golden Valley, MN	\$2085
7	Waubun-Ogema-White Earth	<u>\$5976</u>
	<b>TOTAL:</b>	<b>\$20,321</b>

**Alternate Schools**

4	St. Paul Open School	\$3000 (1 <sup>st</sup> alternate)
6	Lincoln Elementary School for the Arts	\$3240 (2 <sup>nd</sup> alternate)

**Seconded by:** D. Suomala.

**Verbal vote:** passed unanimously.

**Clarification added at meeting:**

1. Private schools are ineligible to receive ACE grants.
2. Charter schools are eligible to receive ACE grants.
3. Having alternates (there are two on the list approved at this meeting) provides grantee schools that can substitute for a school where the ACE team is cut or the school closes.
4. B. Brandt noted that the expenses for the program seem high; could these be adjusted to allow ACE~Theater program to expand from five schools to seven (this would enable the two alternate schools to be included immediately)?
5. PDR Dance Education and AEI Coordinator Diane Aldis explained that:
  - a. This 8-year-old program used to fund six schools, but was decreased to five due to rising costs.
  - b. To maintain a successful and worthwhile program, PDR contracts with good instructors, yet is able to pay them at the low end of industry standards.

**5B. For Discussion +/-or Action:** Strategic Planning—next steps.

Jane Nakken of Stephen Ward Associates (SWA) led this workshop at this point in the meeting. Her colleague, Stephen Ward, was ill and not able to attend. The Board asked Jane to convey their wishes to Stephen for a speedy recovery.

Highlights of this Strategic Planning segment of the meeting:

1. Vision & Mission Task Force presented some of their ideas so far in working toward new vision and mission statements for the agency. Other Board members offered suggestions.
2. Based on stakeholder input, the Board created and prioritized a list of strategic directions for the Center.

**Note:** To accommodate schedules of some Perpich staff, agenda item #8 (*For Information: Finance Report.*) was inserted at this point. But for easier flow and comprehension of the current agenda item—Strategic Planning—item #8 will appear in this minutes document in proper numeric order (after item #7 and before item #9).

3. Board listed strategies and considerations for agency finance.
4. Board listed strategies and considerations for agency governance.
5. Nakken, Davis, and Board members discussed how to evaluate the level of success of strategies once the Strategic Plan is in place and has been followed over a specific time.
6. Nakken, Davis, and Board members created a list of *Next Steps* to occur in this Strategic Planning process after the May 8 meeting.

6. **Information:** An opportunity to meet Derek Phillips—PDR's Adjunct Dance Education Coordinator—aka dance artist, educator, and administrator.

Phillips teaches dance and dance education as an employee of PDR and in his own private work. Even when he is representing himself, he often also represents Perpich Center and PDR as an unofficial rep and liaison. In his own annual residency in Montevideo, MN, he works with children k-12. A sign of the length of his commitment there is that he now teaches high school seniors who he also worked with when they were kindergarteners!

7. **For Information:** Exec. Director's Report (distributed at meeting; pages *May08:1-May08:6*).

Highlights of information added at the Board meeting:

1. N. Davis has been elected to the Board of Trustees of the Minneapolis College of Art & Design (MCAD).
2. On May 7, Davis attended confirmation hearings at the Capitol for four Board members who recently began their four-year terms with PCAE Board of Directors—B. Amadio, D. Biagini, M. DiBlasio, and D. Suomala.
3. RE: Recent legislative audit of PCAE. Davis noted that working in state government requires close observance of state policies and procedures. Initial feedback from the auditor indicates that there are areas where policies and procedures need to be established and internal controls improved; no

legal thresholds warranting Board concern have been identified. Chair H. Wilson added that the issues are ones of compliance.

8. **For Action:** Approve Finance Report. A finance report in the expanded quarterly format requested by the Board was distributed to Board members at the beginning of the meeting. (Pages *May08:7-May08:26*).

(To accommodate staff scheduling, this agenda item was taken up mid-way through agenda item #5B *Strategic Planning*.)

**Motion by:** A. Plechash, Chair of Finance Committee, to approve Finance Report as submitted.

**Seconded by:** B. Brandt.

**Verbal vote:** passed unanimously.

Highlights of information added at the Board meeting:

1. Future spreadsheet reports may include a column for *Budget Remaining*. Such a request could be made by Finance Committee.
2. When an employee is given a monetary achievement award, the funding is usually the same source from which the individual's pay is already taken.
3. The legislative audit for the Center has been completed. An initial summary:
  - a. Based on preliminary recommendations by the auditors, policies and procedures need to either be tightened up or implemented to provide more structure and compliance with State guidelines.
  - b. The final, formal report from the auditors will be received by PCAE administration within 3-6 months.

(At this point, the meeting resumed agenda item #5B *Strategic Planning*.)

9. **For Information:** Public Comment at approximately 4:30. (Since item #5B, *Strategic Planning*, ended around 4:30 pm, this *Public Comment* item was taken immediately after 5B.)

AHS senior Preston Palmer updated the Board on upcoming plans and events:

1. In the future, the two co-presidents and a Board meeting representative from AHS Student Government will attend each Board meeting. The rep will notify AHS Student Government of any Board items of particular importance to the student body.
2. The student-coordinated Red Cross blood drive will be on 05/09/08.
3. Student Government is planning to help with an upcoming school cleanup.

(At this point, the meeting continued with agenda item #6.)

(Continued on next page ⇒)

10. **For Information +/-or Action:** Personnel Committee Report.

Highlights:

1. SWA has reported the results of the HR (Staff Treatment) Audit. There were no violations in the four specific areas examined. A report from SWA will be forthcoming.
2. PCAE HR Officer Valerie Osborn notified committee chair S. Peterson that the position of executive director of the agency is eligible to receive an annual achievement award if the Board, in consideration of the executive director's performance for the year, chooses to grant such an award.

**Motion by:** Personnel Committee to award Nathan Davis a \$1000 achievement award this year.

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

**Verbal vote:** passed unanimously.

3. Sonja Peterson has been elected by the Committee to continue as chairperson for the year through February 2009.
4. Farewell and many thanks to Bob Brandt for his years of service to Personnel Committee and to the Board in general. Although those whose terms end in January are allowed to continue as full Board members through June of the same year, unless a replacement is found, Brandt isn't able to attend the June meeting.

In response, Brandt noted his appreciation for having had the opportunity to serve for the past eight years as this Board "is one of the most vibrant boards I've ever worked on." He encouraged the group to, "Keep on dreaming the dream!"

11. **For Information:** Update on identifying a Board speaker for the AHS commencement ceremony on June 6.

B. Brandt will be the speaker from the PCAE Board of Directors at AHS commencement on June 6.

12. Adjournment at 5:09 pm.

**Motion by:** A. Plechash to adjourn.

**Seconded by:** B. Amadio.

**Verbal vote:** passed unanimously.

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

**CC:** Stephen Ward Associates:  
Stephen Ward  
Jane Nakken

*Administrative Leadership &  
Programmatic Leadership Teams:*

Nathan Davis, Exec. Director  
Deb Ambright, Finance Dir.  
John Engel, Technology Dir.  
Larry Etkin, Communications Dir.  
Holly Folkers, Admin. Assistant

Mike Hiatt, Director of PDR  
Bill Nash, Bldg. Services Supervisor  
Valerie Osborn, Personnel Officer  
Pam Paulson, Senior Dir. of Policy  
Alice Woog, AHS Director

**From:** Steve Greenberg  
Executive Assistant

**Date:** May 1, 2008

**Subj:** Board Booklet for May 8, 2008 Board Meeting

Enclosed please find the agenda and booklet for the May 8, 2008 PCAE Board Meeting in the "Large Glass Box" in the GAIA (PDR) Building.

**Note:** At the April 10 Board meeting, the Board approved beginning the meeting on May 8 at 2:00 pm (one hour earlier than usual).

**Please Bring:** For the Strategic Planning session with Steve Ward and Jane Nakken, you'll need the 56-page "mottled ivory" colored booklet they handed out on April 9 containing the data and findings from the stakeholder meetings and interviews they held.

**Table of Contents for the  
May 2008 Board Booklet**

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Agenda for May 8, 2008 Board Meeting .....	front matter
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**Perpich Center for Arts Education  
AGENDA  
for PCAE Board Meeting  
2:00 PM on Thursday, May 8, 2008  
Large Glass Box in GAIA (PDR) Building**

Two Board committees meet on Monday, May 5:

- Mission & Vision: 1:00-3:00 pm in Small Glass Box of AHS/Admin Building  
(B. Brandt, A. Gallant, A. Plechash, M. Wilimek, L. Etkin (PCAE Communications Dir.))
- Finance: 4:00-5:00 pm in Small Glass Box of AHS/Admin Building  
(P. Adolphson, A. Gallant, A. Plechash, D. Suomala)

Two Board committees meet on May 8 prior to the full Board meeting:

- Personnel: 12:30-2:00 pm in GAIA Room 205 (B. Amadio, B. Brandt, P. Johnson, V. Katz, S. Peterson)
  - Finance: 1:00-2:00 pm in GAIA Room 208 (P. Adolphson, A. Gallant, A. Plechash, D. Suomala)
- 

1. Call to Order.
2. Roll Call and Introductions.  
Presenter: Howard Wilson, Board Chair.
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 10, 2008 Board meeting.  
Pages 1-4 in Board booklet.
5. **For Discussion +/-or Action:** Strategic Planning—next steps.  
Presenters: Stephen Ward and  
Jane Nakken, both from Stephen Ward Associates.  
**Handouts, if any, will be distributed at Board meeting.**  
**Please bring your ivory colored booklet from Stephen Ward & Associates—Stakeholder Input for Strategic Planning.**

Agenda continued on next page ⇌

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6. **For Information:** An opportunity to meet Derek Phillips—PDR's Adjunct Dance Education Coordinator—aka dance artist, educator, and administrator.  
Presenter: Derek Phillips.  
**Handouts, if any, will be distributed at Board meeting.**
7. **For Information:** Executive Director's Report.  
Presenters: Nathan Davis, Executive Director.  
**Handouts will be distributed at Board meeting.**
8. **For Information:** Finance Report.  
Presenters: Alex Plechash, Finance Committee Chair, and  
Deb Ambright, PCAE Finance Director.  
**The multi-page version of the report will be distributed at Board meeting.**
9. **For Information:** Public Comment at approximately 4:30.  
Anyone who wishes to address the Board at this time may do so. Please limit remarks to five minutes. If possible, please notify Board Chair, Howard Wilson, before the meeting of your intent to address the Board during this agenda item. However, anyone who is unable or does not wish to provide advance notice is nevertheless invited to address the Board at this time.
10. **For Information +/-or Action:** Personnel Committee Report.  
Presenter: Sonja Peterson, Committee Chair.  
**Handouts, if any, will be distributed at Board meeting.**
11. **For Action:** Request for approval of the recipients of the ACE~Theater Grants for the 2008-2009 school year.  
Presenters: Michael Hiatt, Director of PDR, and  
Virginia McFerran, PDR Education Specialist.  
Pages 5-8 in Board booklet.
12. Adjournment.

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

**Board of Directors  
Board Meeting Minutes  
for April 10, 2008**

**2:00 PM in the "Large Glass Box" of GAIA**

**Note:** Any handouts from the April 10 meeting that are included in the permanent, public record, may be found in the *2008 Board Meetings* binder, behind: (1) the *April Board Book-let* (materials snail-mailed to board members in preparation for the April Board meeting), and (2) these April 10 minutes (once approved by the Board at their May 8, 2008 meeting). The handouts will be numbered from page *Apr08:1-Apr08:12*.

**1. Meeting Call to Order.**

Howard Wilson, PCAE Board Chair, called the meeting to order at 2:17 pm.

**2. Roll Call and Introductions.**

H. Wilson noted Dorothy Suomala's absence from this meeting due to the recent death of her 19 month old granddaughter Helena Suomala Folkerds. The Board sent a floral tribute to the Folkerd household and a note of condolence.

**Members Present:** Peter Adolphson, Bari Amadio, Denis Biagini, Robert "Bob" Brandt, Margaret "Maggie" DiBlasio, Ardythe "Ardie" Gallant, Penny Johnson, Roberta Jones, Sonja Peterson, Alex Plechash, Howard Wilson, and KaiMay Yuen-Terry.

**Excused:** Virginia Katz, Dorothy Suomala, and MaryAnne Wilimek.

**Guests Present:** Staff: (from PDR:) Barbara Cox; Mike Hiatt; (from AHS:) Alice Woog; (from Admin:) Deb Ambright, Nathan Davis, Larry Etkin, Steve Greenberg, Pam Paulson; (from Stephen Ward Associates consulting firm:) Jane Nakken, Stephen Ward; (other guest:) David Zimmerman.

**2A. For Information:** AHS graduation ceremony is at 2:00 pm on Friday, June 6 at Ted Mann Auditorium (U of MN West Bank Campus).

- Chair Wilson invited Board members to consider which of them should be the Board speaker at graduation this year. The choice will be made at the May meeting.
- Board members were invited to request a ticket to attend the ceremony. Those who know by the May meeting if they'll want to attend the ceremony were asked to let the Executive Office know at that meeting.

**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 changes:

- a. In the text of item 9 (*For Information: Public Comment...*) replace *Chair Virginia Katz* with *Chair Howard Wilson*.
- b. Add new item 7A. *For Action +/or Information: Next steps for Strategic Planning process*.
- c. Add new item 7B. *For Action +/or Information: Protocol for Legislative Liaison Committee*.

**Seconded by:** D. Biagini.

**Verbal vote:** passed unanimously.

4. **For Action:** Call for approval of the minutes from the March 13, 2008 Board meeting.

**Motion by:** S. Peterson to approve 03/13/08 minutes as submitted.

**Seconded by:** P. Johnson.

**Verbal vote:** passed unanimously.

5. **For Action:** Approve Dorothy Suomala's joining of the Finance Committee (she was absent from February 14 Board meeting when Board committees were re-constituted and approved).

**Motion by:** B. Brandt to have D. Suomala join Finance Committee.

**Seconded by:** B. Amadio.

**Verbal vote:** passed unanimously.

6. **For Information:** Finance Report as of March 28, 2008.

Clarification added at meeting:

1. Per Ambright, it is permissible to apply dedicated revenue funds to general operations expenses, and PCAE is doing so.
2. PCAE has recently received a \$25K grant from ISEEK Solutions of Minnesota Learning Innovations Council for PDR's Artful Online Learning Objects Development and Dissemination Project.
3. P. Adolphson recommended that administration increase efforts to identify grant opportunities.

7. **For Information:** Executive Director's Report (pages *Apr08:1-Apr08:10*).

Highlights of information added at the Board meeting:

1. Arts High School is opening a second round of admissions for 2008-09 academic year in the areas of dance, theater, and music (visual, media, and literary arts are at capacity after the first round of admissions).
2. The First Agency Quarterly Report, for Q1 2008, is considered a public document. It and future quarterly reports will be posted on the internal Perpich website as well as filed along with the Board minutes (as part of the materials distributed to the Board at their monthly Board meeting).

Minutes continued on next page ⇔

**7A. For Action +/-or Information:** Next steps for Strategic Planning process.

Stephen Ward Associates (SWA) has helped the Board create/identify strategic goals based on data gathered in meetings and interviews with numerous stakeholders across Minnesota:

1. Working under the guidance of the organizational *Mission & Vision*, Executive Director Davis will be charged to identify and develop objectives that will accomplish the strategic goals.
2. An action plan will be developed that will include data-driven objectives, incremental goals, milestones, and a timeline.

SWA and the Board decided another planning session was needed to work together, in addition to the Retreat that had ended right before the beginning of this Board meeting. It was recommended that the May Board meeting begin one hour earlier to accommodate the inclusion of such a planning session with SWA.

**Motion by:** P. Adolphson to begin the May 8 Board meeting at 2:00 pm—one hour earlier than the usual 3:00 pm.

**Seconded by:** S. Peterson.

**Verbal vote:** passed unanimously.

**7B. For Action +/-or Information:** Protocol for Legislative Liaison Committee.

Representative Tom Emmer recently introduced an amendment in the State House to significantly cut funding to PCAE. In response, after discussing the matter with Board Chair Wilson, N. Davis's office sent a letter to all the State senators and representatives in support of PCAE funding not being cut. (The letter is filed as *Apr08:11-Apr08:12*.)

Wilson noted that in similar situations in the future, the protocol should be expanded to include discussing the matter not only with the Board chair, but also the chair of Legislative Liaison Committee.

**8. For Information:** Review of the School Calendar for the 2008-2009 academic year, and request approval of the first and last days of classes.

**Motion by:** P. Adolphson to begin classes on Tuesday, August 26, 2008 and end classes on Thursday, June 4, 2009, as indicated on the calendar.

**Seconded by:** P. Johnson.

**Verbal vote:** passed unanimously.

**9. For Information:** Public Comment at approximately 4:30.

Nobody present asked to speak.

**10. For Information:** Perpich Center for Arts Education—How it began, its roots from the 1980s.

David Zimmerman was one of the individuals called upon by Governor Rudy Perpich, in 1983, to convene an advisory committee to explore creating a whole arts center and school for the State of Minnesota.

Some of the information Zimmerman mentioned on the history of PCAE will be placed in a file in the Center's executive offices reflecting *PCAE History*.

In his ensuing talk with the Board during this agenda item, Zimmerman stated a number of his beliefs pertaining to education, the arts, and the human experience.

Some Highlights:

- Criteria to consider for any educational program (the "E's" of learning):
  - a. Is it **Educational**?
  - b. Is it **Economical** to deliver?
  - c. Is it **Efficient**?
  - d. Is the **Environment** conducive to success?
  - e. **Egos** can get in the way of all progress!
  - f. **Enunciation**: Students must be able to speak of a class with clarity.
  - g. Students must be able to speak of a class with **Enthusiasm**.
  - h. Does it pass careful **Evaluation**?
  - i. Education is **Experiential** and **Experimental**.
- I do not believe in common sense—I believe [good sense] is learned.
- The key [for this agency] is the interlock between the arts and academics.
- Curriculum should be outcome-based, thematic, and individualized.

11. Adjournment at 4:08 pm.

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

**Seconded by:** B. Amadio.

**Verbal vote:** passed unanimously.

## REQUEST FOR ACTION BY PCAE BOARD OF DIRECTORS

**Date:** Monday, April 28, 2008

**To:** PCAE Board of Directors **May 2008 Meeting**

**From:** PDR / Theater Education program (ACE~Theater)

**Submitted** Michael Hiatt  
**By:** PDR Director

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

**General Subject Area:** **Approval of Arts Courses for Educators ~ Theater Grants for Fiscal 2009**

**Specific Action(s)  
Requested of  
the Board:** We are requesting that the Board approve the following grants to schools to participate in the ACE ~ Theater program beginning in Fiscal Year 2009. This will be the first year of a 2-year program. Schools will be eligible to continue participating in the program with successful completion of activities associated with the program and year-end report in June of 2009.

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## **Memorandum**

**Date:** April 28, 2008  
**To:** Nathan Davis  
Executive Director  
**From:** Michael Hiatt, Director  
Professional Development & Research (PDR)  
**Subject:** PDR Grant Request  
**Applicant(s):** Arts Courses for Educators (ACE) ~ Theater  
School Grants (FY 09; School Year 08-09)

### **Request for Board Approval**

We request approval of grants for five schools to participate in the first year of the Arts Courses for Educators (ACE) ~ Theater program. We also request approval for two schools to be placed on an alternate list in the event that one or two of the first five schools is unable to participate because of teacher or budget cuts.

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~Theater provides professional development in theater education for teams of teachers from Minnesota public schools. In each year of the two year program, K-12 teachers attend 5 days of theater education workshops at the Perpich Center and receive school-site consulting from ACE Instructors and Center staff.

During the 2008-2009 school year, we anticipate that:

- 20 teachers from five different schools will attend 5 days of workshops;
- ACE~Theater Instructors will provide 30-36 site visit days to the participating schools;
- Over 1900 students will participate in multiple Theater lessons jointly presented by their teacher and the Theater 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 20 or more miles from Perpich Center.

### **Selection Process:**

During February 2008, postcard announcements about the ACE~ Theater program were sent to every school district in Minnesota and email notices were sent 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 Perpich Center programs. The 13 applications were from seven of the eight Congressional Districts: 1, 3, 4, 5, 6, 7, & 8.

All applications were evaluated by the ACE~Theater Review Panel which met on April 16, 2008 and included the following members:-

Candace Barrett (Guthrie Theater Teaching Artist and Consultant)  
 Darren Eliason (Rockford Arts Magnet Music instructor; former ACE Theater Team Leader)  
 Liz Keeling (Champlin Park English Instructor; former ACE Theater Participant)  
 Wendy Knox (Artistic Director of Frank Theater, Teaching Artist for Children's Theatre)  
 Penny Johnson (PCAE Board Member)  
 Diane Aldis (PCAE Staff)  
 Virginia McFerran (PCAE Staff)

We recommend that the Board approve the following requested funding for the ACE~Theater grants. The '08 request is based on confirmed mileage, hotel and substitute teacher rates for 08-09 academic year.

**Budget 3342**

**TOTAL REQUEST: \$20,321**

**PDR: ACE~Theater Grant Request 08-09**

<i><u>Cong. Dist.</u></i>	<i><u>School</u></i>	<i><u>Proposed Funding School Year 08-09</u></i>
8	AlBrook School (PreK-12) Saginaw, MN	\$5050
4	Four Seasons A+ Elementary St. Paul, MN	\$3750
6	Lakes International Language Academy Forest Lake, MN 55025	\$3460
3	Sandburg Middle School Golden Valley, MN	\$2085
7	Waubun-Ogema-White Earth	<u>\$5976</u>
<b>TOTAL:</b>		<b>\$20,321</b>

**Alternate Schools**

4	St. Paul Open School	\$3000 (1 <sup>st</sup> alternate)
6	Lincoln Elementary School for the Arts	\$3240 (2 <sup>nd</sup> alternate)

Update from Arts High School  
Alice Woog, Ed. D.  
Arts High School Director  
April 28, 2008

1. School Improvement Plan presented to the staff. Initial work of creating the Site Improvement Team and its working committees has begun.
2. GALA event was a success with 210 participants.
3. Student Government is working on several community outreach activities such as American Red Cross Blood Drive on May 9, Highway Clean-up--date to be determined.
4. Student Registration occurred on April 29 and April 30 and New Student Registration on May 12, 13, 14, 15.
5. Recognition Event for Nancy Norwood was held at the Guthrie--it was an outstanding event.
6. AHS Director has begun meeting with departments regarding budget and planning for 2008-09 school year.
7. Full series of concerts, exhibitions, and lit readings occurring in May 2008.

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

**CC:** Stephen Ward Associates:

Stephen Ward  
Jane Nakken

Administrative Leadership &  
Programmatic Leadership Teams:

Nathan Davis, Exec. Director  
Deb Ambright, Finance Dir.  
John Engel, Technology Dir.  
Larry Etkin, Communications Dir.  
Holly Folkers, Admin. Assistant

Mike Hiatt, Director of PDR  
Bill Nash, Bldg. Services Supervisor  
Valerie Osborn, Personnel Officer  
Pam Paulson, Senior Dir. of Policy  
Alice Woog, AHS Director

**From:** Steve Greenberg  
Executive Assistant

**Date:** May 7, 2008

**Subj:** Financial for May 8, 2008 Board Meeting

Attached please find a PCAE financial as of April 30, 2008, in the Board-approved expanded format (due in September, January, and May of each year).

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Contents:**

**Financial as of April 30, 2008**

**Page #**

Cover Letter from D. Ambright, Finance Director .....

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Mgrs Financial Rpt – Learning Resource Center .....

Mgrs Financial Rpt – Prof Development & Research .....

**Graphs:**

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FY08 Operation Budget Expenditures – All Funds ..... 13-16

FY08 General Fund Only ..... 17-20

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Perpich Center for Arts Education  
Managers Financial Report

Percent of Year Completed

80.55%

Active Allotment Account Balances As Of: 4/30/08 (Including Salary Expenditures for Pay Periods Ending On or Before: 4/20/08)

Program: 01 - 01 BACT: 01 - 01 MACT: 100 - 500 Fund: 100 - 690

Obligated Amounts for Object Classes 1A0 and 1B0 are Current Modified Payroll Obligation Amounts from SEMA4

(expanded reports due Sept, Jan, May)

AGENCY ALL FUNDS-Combined		Expended FY06	Expended FY07 as 03-03-08	Current FY08 Budget	Current FY08 Obligations	Current FY08 Expended YTD	%of Budget Expended YTD
General Fund Appropriations	100 Fund	\$6,210,629.79	\$7,077,979.00	\$6,929,000.00	\$1,533,839.00	\$5,236,050.00	76%
Dedicated Fund Appropriations	200 Fund	\$884,898.88	\$1,143,662.00	\$1,300,212.00	\$186,959.00	\$747,194.00	57%
Federal Fund Appropriations	300 Fund	\$108,205.42	\$335,101.00	\$546,000.00	\$186,362.00	\$235,062.00	43%
MISC Fund Appropriations	610 Fund	\$18,666.00	\$17,669.00	\$30,000.00	\$0.00	\$12,806.00	43%
Gift Fund Appropriations	690 Fund	\$47,942.58	\$5,768.00	\$54,793.00	\$6,432.00	\$18,378.00	34%
Grand Totals	All Funds	\$7,270,342.67	\$8,580,179.00	\$8,860,005.00	\$1,913,592.00	\$6,249,490.00	71%

AGENCY BY OPERATION-ALL FUNDS		Expended FY06	Expended FY07 as 03-03-08	Current FY08 Budget	Current FY08 Obligations	Current FY08 Expended YTD	%of Budget Expended YTD
ADMINISTRATION	MGMT 100	\$2,088,758.33	\$2,594,988.00	\$2,466,252.00	\$496,377.00	\$1,853,661.00	75%
ARTS HIGH SCHOOL	MGMT 200	\$2,750,398.60	\$2,867,156.00	\$3,294,763.00	\$719,031.00	\$2,313,590.00	70%
RESIDENTIAL	MGMT 300	\$757,279.55	\$783,861.00	\$784,554.00	\$127,948.00	\$647,724.00	83%
LEARNING RESOURCE CTR	MGMT 400	\$114,697.08	\$140,182.00	\$148,184.00	\$39,385.00	\$107,966.00	73%
PROF DEVEL & RESEARCH	MGMT 500	\$1,559,209.11	\$2,193,992.00	\$2,166,252.00	\$530,851.00	\$1,326,549.00	61%
Grand Totals	ALL MGMTS	\$7,270,342.67	\$8,580,179.00	\$8,860,005.00	\$1,913,592.00	\$6,249,490.00	71%

**Perpich Center for Arts Education**

**Managers Financial Report**

**Active Allotment Account Balances As Of: 4/30/08 (Including Salary Expenditures for Pay Periods Ending On or Before: 4/20/08**

**Program: 01 - 01 BACT: 01 - 01 MACT: 100 - 500 Fund: 100 - 690**

**Obligated Amounts for Object Classes 1A0 and 1B0 are Current Modified Payroll Obligation Amounts from SEMA4**

**CENTER FOR ARTS EDUCATION-ADMINISTRATION**

		<u>Expended</u> FY06	<u>Expended</u> FY07 as 03-03-08	<u>Current FY08</u> Budget	<u>Current FY08</u> Obligations	<u>Current FY08</u> Expended YTD	<u>%of Budget</u> Expended YTD
General Fund Appropriations	100 Fund	\$2,022,109.07	\$2,533,048.00	\$2,104,402.00	\$443,869.00	\$1,596,377.00	76%
Dedicated Fund Appropriations	200 Fund	\$45,609.86	\$44,271.00	\$301,953.00	\$50,576.00	\$227,678.00	75%
MISC Fund Appropriations	610 Fund	\$18,666.00	\$17,669.00	\$30,000.00	\$0.00	\$12,806.00	43%
Gift Fund Appropriations	690 Fund	\$2,373.40	\$0.00	\$29,897.00	\$1,932.00	\$16,800.00	56%
Grand Totals	All Funds	\$2,088,758.33	\$2,594,988.00	\$2,466,252.00	\$496,377.00	\$1,853,661.00	75%

**Perpich Center for Arts Education**

**Managers Financial Report**

**Active Allotment Account Balances As Of: 4/30/08 (Including Salary Expenditures for Pay Periods Ending On or Before: 4/20/08**

**Program: 01 - 01 BACT: 01 - 01 MACT: 100 - 500 Fund: 100 - 690**

**Obligated Amounts for Object Classes 1A0 and 1B0 are Current Modified Payroll Obligation Amounts from SEMA4**

**ARTS HIGH SCHOOL**

		<u>Expended</u> FY06	<u>Expended</u> FY07 as 03-03-08	<u>Current FY08</u> Budget	<u>Current FY08</u> Obligations	<u>Current FY08</u> Expended YTD	<u>%of Budget</u> Expended YTD
<b>General Fund Appropriations</b>	<b>100 Fund</b>	<b>\$2,507,238.48</b>	<b>\$2,669,280.00</b>	<b>\$2,862,441.00</b>	<b>\$684,382.00</b>	<b>\$2,147,110.00</b>	<b>75%</b>
<b>Dedicated Fund Appropriations</b>	<b>200 Fund</b>	<b>\$197,590.94</b>	<b>\$195,519.00</b>	<b>\$422,784.00</b>	<b>\$34,649.00</b>	<b>\$164,902.00</b>	<b>39%</b>
<b>Gift Fund Appropriations</b>	<b>690 Fund</b>	<b>\$45,569.18</b>	<b>\$2,357.00</b>	<b>\$9,538.00</b>	<b>\$0.00</b>	<b>\$1,578.00</b>	<b>17%</b>
<b>Grand Totals</b>	<b>All Funds</b>	<b>\$2,750,398.60</b>	<b>\$2,867,156.00</b>	<b>\$3,294,763.00</b>	<b>\$719,031.00</b>	<b>\$2,313,590.00</b>	<b>70%</b>

**Perpich Center for Arts Education**

**Managers Financial Report**

**Active Allotment Account Balances As Of: 4/30/08 (Including Salary Expenditures for Pay Periods Ending On or Before: 4/20/08)**

**Program: 01 - 01 BACT: 01 - 01 MACT: 100 - 500 Fund: 100 - 690**

**Obligated Amounts for Object Classes 1A0 and 1B0 are Current Modified Payroll Obligation Amounts from SEMA4**

**RESIDENTIAL SERVICES**

		<u>Expended</u> FY06	<u>Expended</u> FY07 as 03-03-08	<u>Current FY08</u> Budget	<u>Current FY08</u> Obligations	<u>Current FY08</u> Expended YTD	<u>%of Budget</u> Expended YTD
<b>General Fund Appropriations</b>	<b>100 Fund</b>	<b>\$473,417.98</b>	<b>\$543,721.00</b>	<b>\$487,288.00</b>	<b>\$76,448.00</b>	<b>\$420,241.00</b>	<b>86%</b>
<b>Dedicated Fund Appropriations</b>	<b>200 Fund</b>	<b>\$283,861.57</b>	<b>\$240,140.00</b>	<b>\$297,266.00</b>	<b>\$51,500.00</b>	<b>\$227,483.00</b>	<b>77%</b>
<b>Grand Totals</b>	<b>All Funds</b>	<b>\$757,279.55</b>	<b>\$783,861.00</b>	<b>\$784,554.00</b>	<b>\$127,948.00</b>	<b>\$647,724.00</b>	<b>83%</b>

**Perpich Center for Arts Education**

**Managers Financial Report**

**Active Allotment Account Balances As Of: 4/30/08 (Including Salary Expenditures for Pay Periods Ending On or Before: 4/20/08)**

**Program: 01 - 01 BACT: 01 - 01 MACT: 100 - 500 Fund: 100 - 690**

**Obligated Amounts for Object Classes 1A0 and 1B0 are Current Modified Payroll Obligation Amounts from SEMA4**

**LEARNING RESOURCE CENTER**

		<u>Expended</u> FY06	<u>Expended</u> FY07 as 03-03-08	<u>Current FY08</u> Budget	<u>Current FY08</u> Obligations	<u>Current FY08</u> Expended YTD	<u>%of Budget</u> Expended YTD
General Fund Appropriations	100 Fund	\$113,591.83	\$139,696.00	\$147,443.00	\$39,385.00	\$107,966.00	73%
Dedicated Fund Appropriations	200 Fund	\$1,105.25	\$486.00	\$741.00	\$0.00	\$0.00	0%
Grand Totals	All Funds	\$114,697.08	\$140,182.00	\$148,184.00	\$39,385.00	\$107,966.00	73%

**Perpich Center for Arts Education**

**Managers Financial Report**

**Active Allotment Account Balances As Of: 4/30/08 (Including Salary Expenditures for Pay Periods Ending On or Before: 4/20/08**

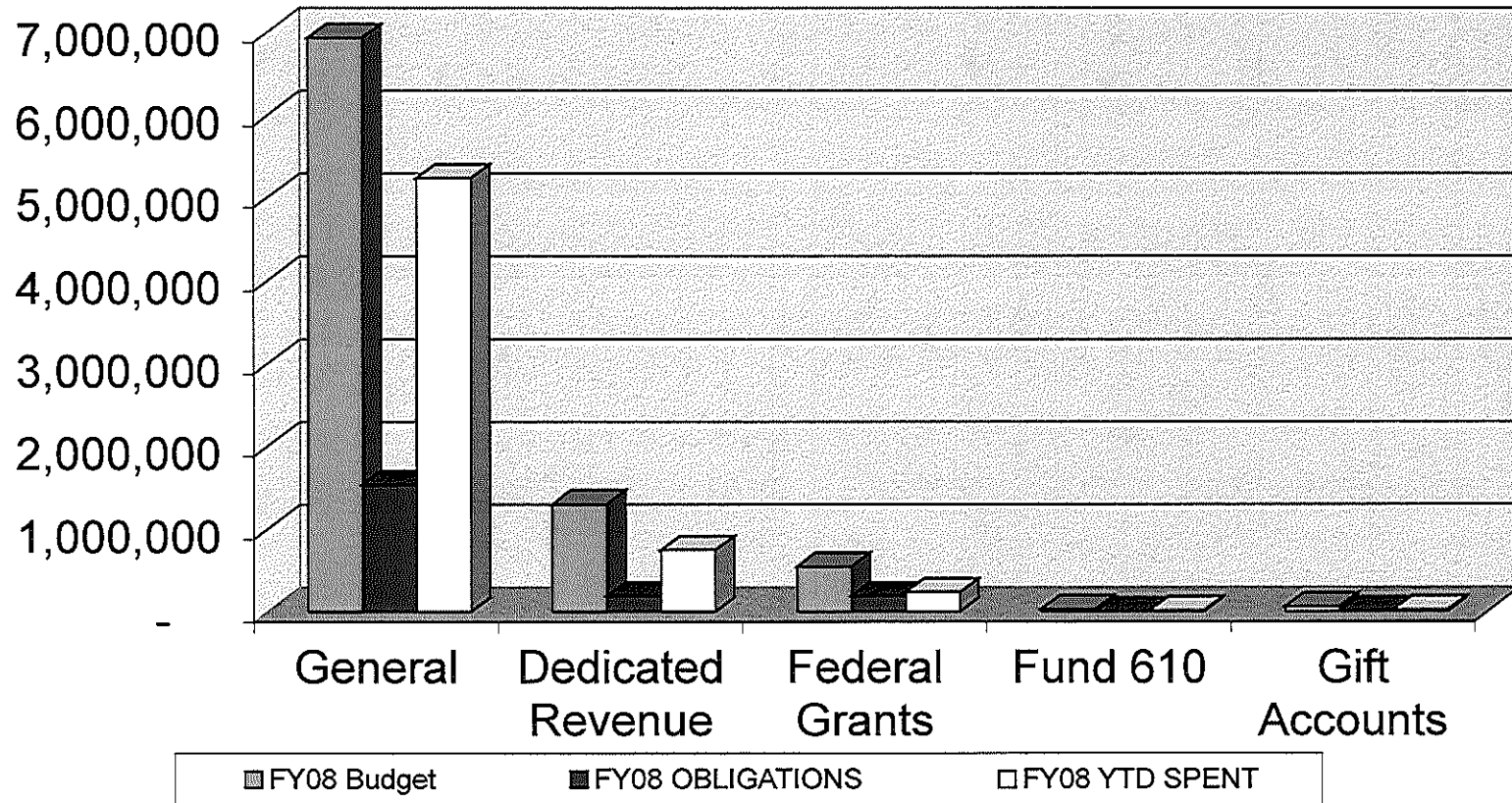
**Program: 01 - 01 BACT: 01 - 01 MACT: 100 - 500 Fund: 100 - 690**

**Obligated Amounts for Object Classes 1A0 and 1B0 are Current Modified Payroll Obligation Amounts from SEMA4**

**OUTREACH - PDR**

		<u>Expended</u> FY06	<u>Expended</u> FY07 as 03-03-08	<u>Current FY08</u> Budget	<u>Current FY08</u> Obligations	<u>Current FY08</u> Expended YTD	<u>%of Budget</u> Expended YTD
General Fund Appropriations	100 Fund	\$1,094,272.43	\$1,192,234.00	\$1,327,426.00	\$289,755.00	\$964,356.00	73%
Dedicated Fund Appropriations	200 Fund	\$356,731.26	\$663,246.00	\$277,468.00	\$50,234.00	\$127,131.00	46%
Federal Fund Appropriations	300 Fund	\$108,205.42	\$335,101.00	\$546,000.00	\$186,362.00	\$235,062.00	43%
Gift Fund Appropriations	690 Fund	\$0.00	\$3,411.00	\$15,358.00	\$4,500.00	\$0.00	0%
Grand Totals	All Funds	\$1,559,209.11	\$2,193,992.00	\$2,166,252.00	\$530,851.00	\$1,326,549.00	61%

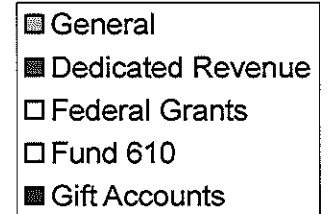
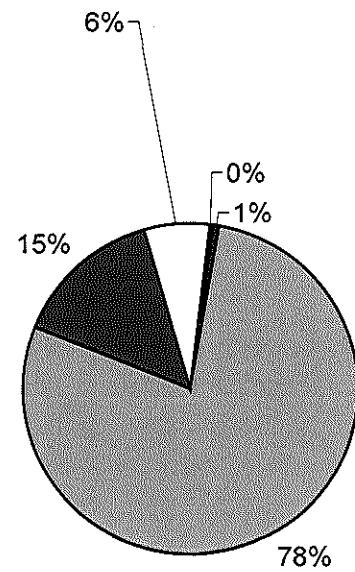
## FY08 BUDGET/OBLIGATIONS/SPENT--All Funds



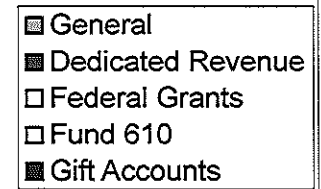
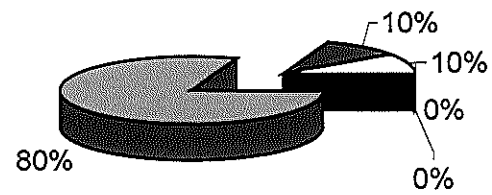
### FY08 BUDGET-OBLIGATIONS-YTD SPENT

	FY08 Budget	FY08 OBLIGATIONS	FY08 YTD SPENT
General	6,929,000	1,533,839	5,236,050
Dedicated Revenue	1,300,212	186,959	747,194
Federal Grants	546,000	186,362	235,062
Fund 610	30,000	-	12,806
Gift Accounts	54,793	6,432	18,378
<b>Totals:</b>	<b>8,860,005</b>	<b>1,913,592</b>	<b>6,249,490</b>

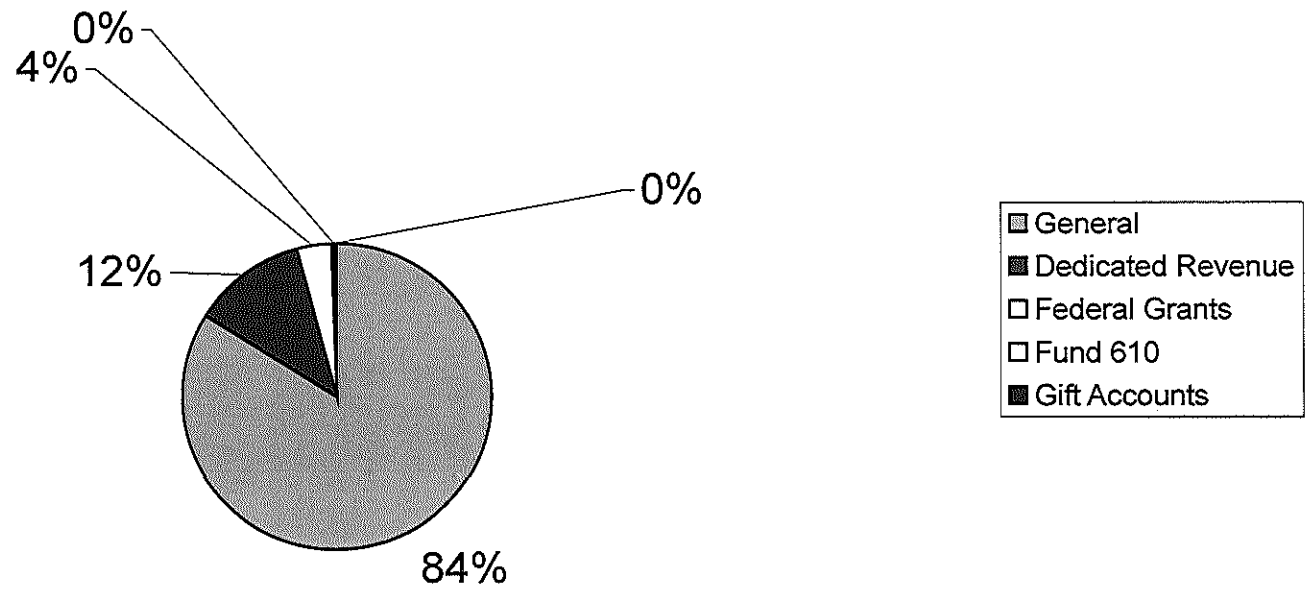
FY08 Dollars Budgeted By Fund  
Financial pg 7b



FY08 Dollars Obligated by Fund  
Financial pg 7c

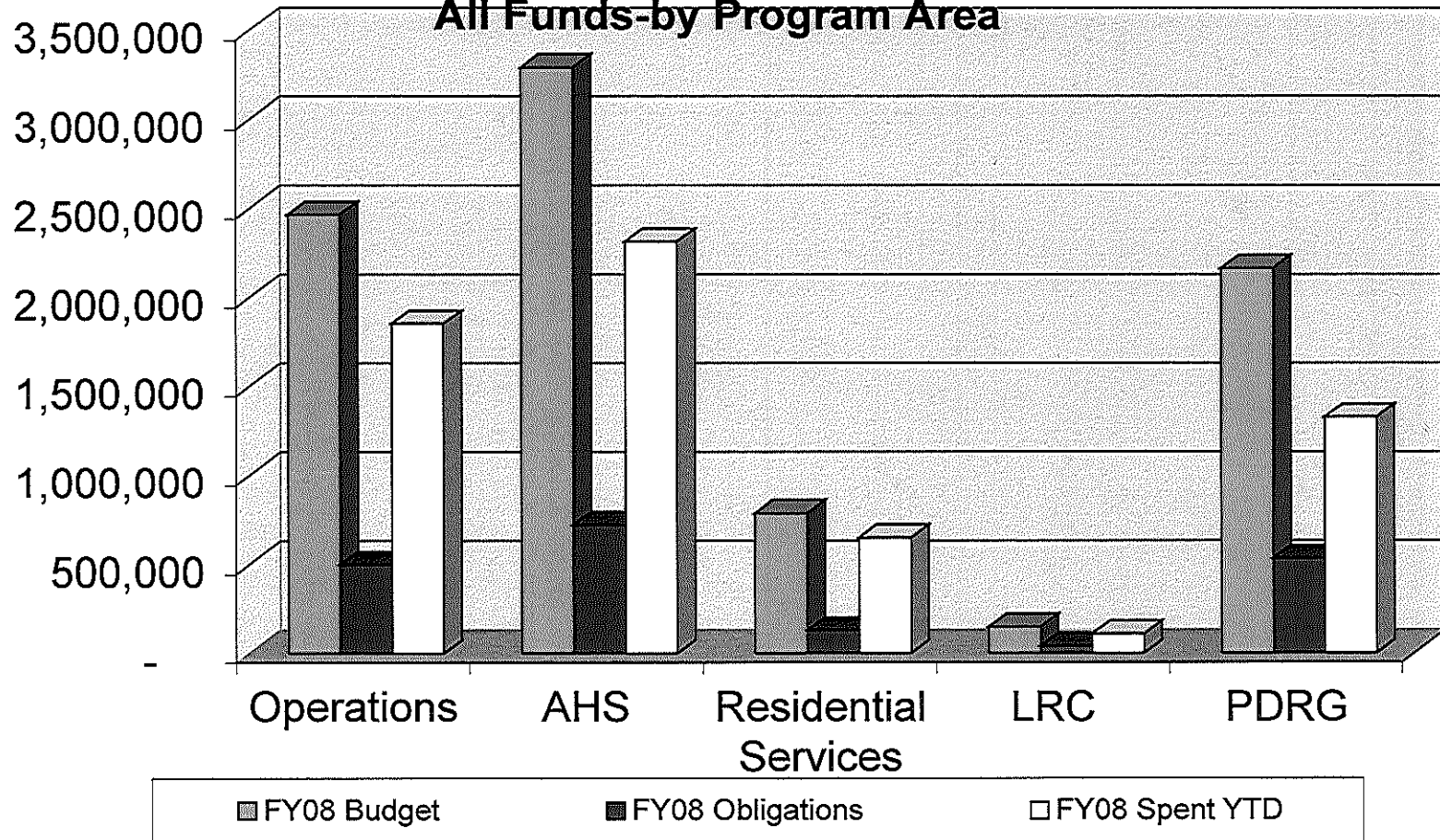


FY08 Balance Dollars SPENT by Fund  
Financial pg 7d



## FY08 Operation Budget Expenditures

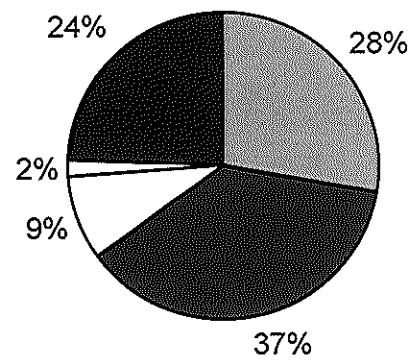
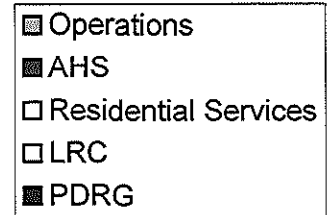
### All Funds-by Program Area



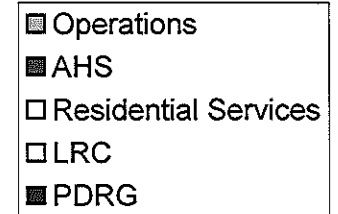
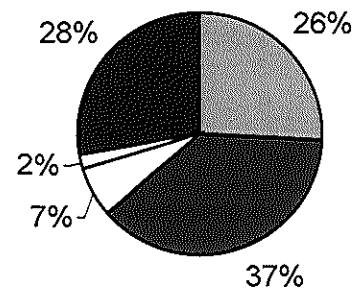
### FY08-All Funds by Program Area

	FY08 Budget	FY08 Obligations	FY08 Spent YTD
Operations	2,466,252	496,377	1,853,661
AHS	3,294,763	719,031	2,313,590
Residential Services	784,554	127,948	647,724
LRC	148,184	39,385	107,966
PDRG	2,166,252	530,851	1,326,549
<b>Totals:</b>	<b>8,860,005</b>	<b>1,913,592</b>	<b>6,249,490</b>

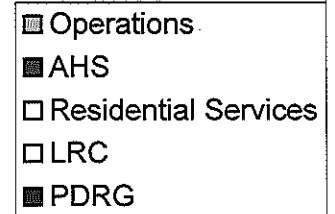
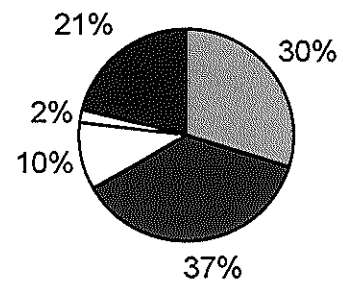
FY08 All Funds Budget by Operation  
Financial pg 8b

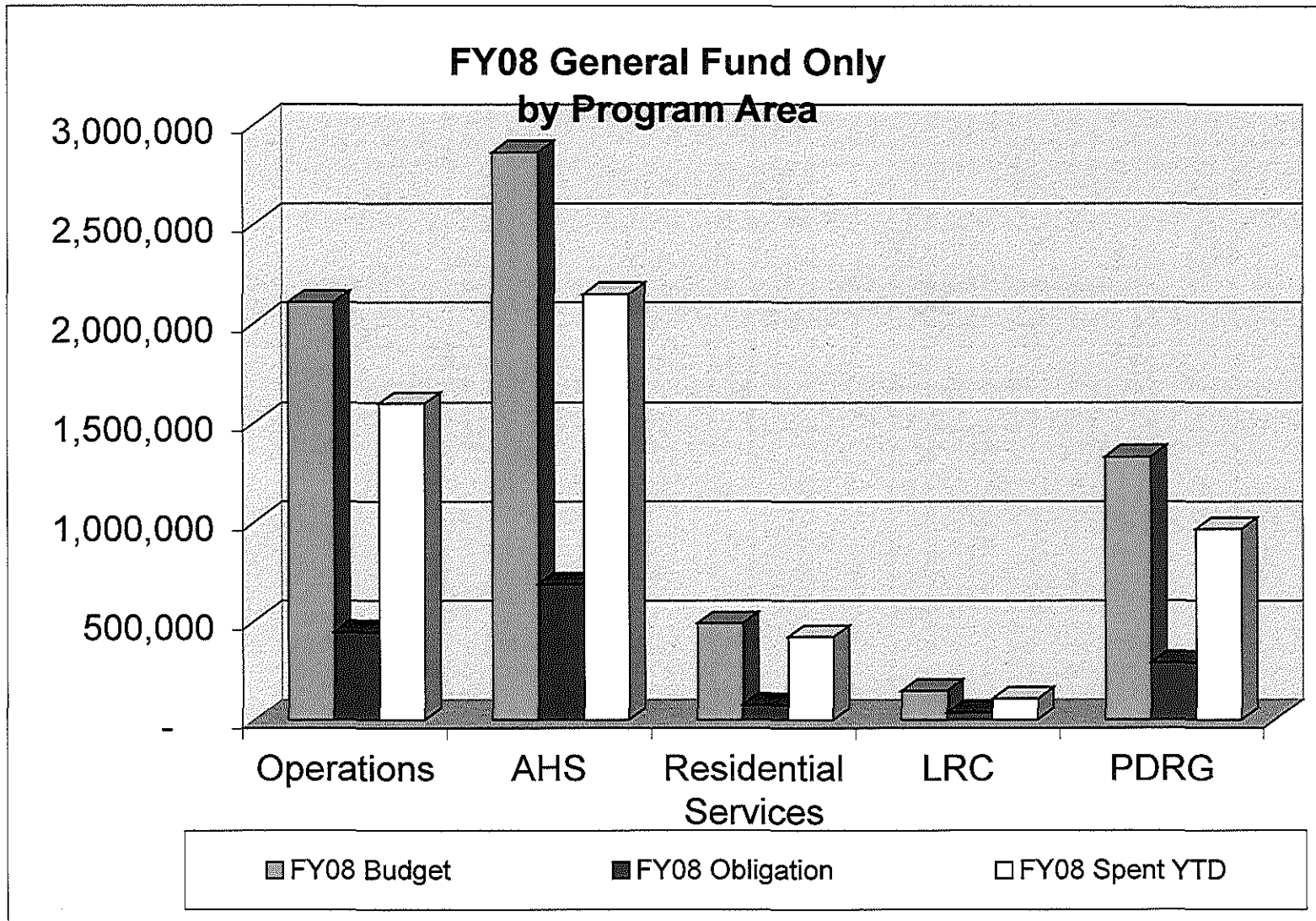


FY08 All Funds Obligated by Operation  
Financial pg 8c



FY08 Spent by Operation All Funds  
Financial pg 8d

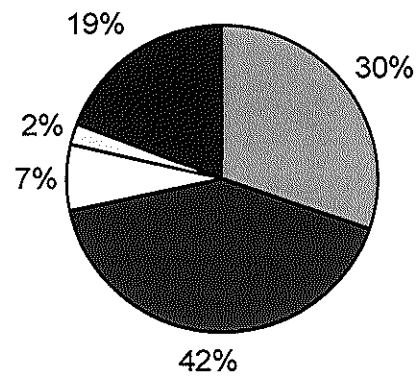
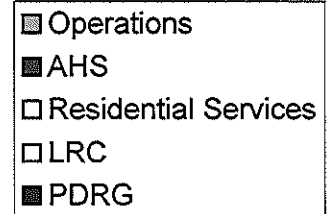




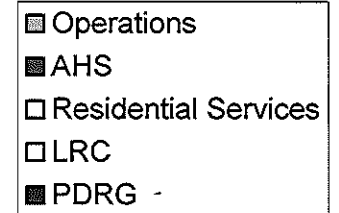
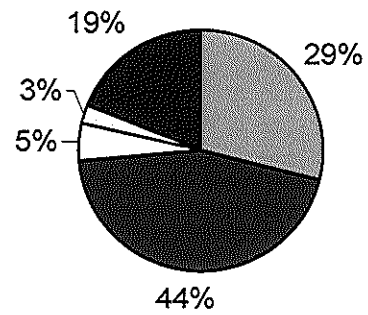
FY08 YTD General Fund ONLY by Program Area

	FY08 Budget	FY08 Obligation	FY08 Spent YTD	
Operations	2,104,402	443,869	1,596,377	
AHS	2,862,441	684,382	2,147,110	
Residential Services	487,288	76,448	420,241	
LRC	147,443	39,385	107,966	
PDRG	1,327,426	289,755	964,356	
<b>Total</b>	<b>6,929,000</b>	<b>1,533,839</b>	<b>5,236,050</b>	050808 Full Rpt.xls

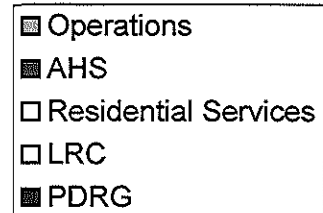
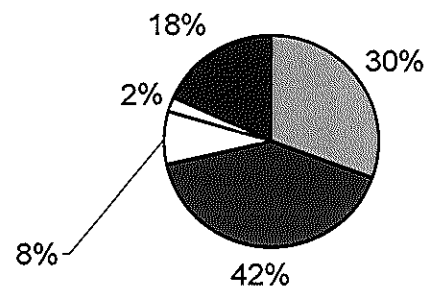
FY08 General Fund Budgets by Operation  
Financial pg 9b



FY08 General Fund Obligated  
Financial pg 9c



FY08 General Funds Spent  
Financial pg 9d



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

**Board of Directors  
Board Meeting Minutes  
for June 12, 2008**

**3:00 PM in the "Large Glass Box" of GAIA**

**Note:** Any handouts from the June 12 meeting that are included in the permanent, public record, may be found in the *2008 Board Meetings* binder, behind: (1) the *June Board Booklet* (materials snail-mailed to board members in preparation for the June Board meeting), and (2) these June 12 minutes (once approved by the Board at their July 7, 2008 meeting). The handouts will be numbered from page *June08:1-June08:17*.

- A. At 12:00 noon, Board Development Committee (present: M. DiBlasio, V. Katz, H. Wilson, and K. Yuen-Terry; absent: R. Brandt) met with Vision & Mission Task Force (present: A. Plechash and M. Wilimek; absent: R. Brandt) and PCAE's internal staff Strategic Planning group (present: Deb Ambright, John Engel, Larry Etkin, Steve Greenberg, Joe Lee, Valerie Osborn, Marla Riemer).
  - B. Personnel Committee met from 2:00-3:00 pm (present: V. Katz, S. Peterson).
- 

1. Meeting Call to Order.

Howard Wilson, PCAE Board Chair, called the meeting to order at 3:16 pm.

Wilson noted that Board members received in their meeting folders updated information on booking hotels in the PCAE vicinity when on Perpich-related business.

2. Roll Call and Introductions.

**Members Present:** Peter Adolphson, Denis Biagini, Margaret "Maggie" DiBlasio, Virginia Katz, Sonja Peterson, Alex Plechash, Dorothy Suomala, MaryAnne Wilimek, Howard Wilson, and KaiMay Yuen-Terry.

**Excused:** Bari Amadio, Robert "Bob" Brandt, Ardythe "Ardie" Gallant, Penny Johnson, and Roberta Jones.

**Guests Present:** Staff: (from Admin:) Deb Ambright, Nathan Davis, Larry Etkin, Steve Greenberg, Valerie Osborn, Pam Paulson; (from PDR:) Diane Aldis, Barbara Cox, Mike Hiatt, Byron Richard; (from Stephen Ward Associates consulting firm:) Stephen Ward.

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

**Motion by:** M. DiBlasio to approve agenda for this meeting with the following changes:

- a. Change item 6 (*For Action: ...schedule an extraordinary meeting...*) to item 7A.

- b. Change item 7 (*For Information & Action: Finance Report...*) to item 6.
- c. Change item 12 (*For Information +/-or Action: Updates from Board Development...and Vision & Mission....*) to 7B.
- d. Add item 7C (*For Information: Strategic Planning Strategies document.*)
- e. Add new item 12 (*For Action: A request from Personnel Committee.*).

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

**Verbal vote:** passed unanimously.

4. **For Action:** Call for approval of the minutes from the May 8, 2008 Board meeting.

**Motion by:** P. Adolphson to approve 05/08/08 minutes as submitted.

**Seconded by:** A. Plechash.

**Verbal vote:** passed unanimously.

5. **For Information:** Impressions and comments by Board members who attended Arts High School graduation on June 6.

Highlights of comments made at meeting:

- 1. It was entertaining; the student performances were impressive.
- 2. Instead of a member of the Board speaking at graduation, consider inviting an alumnus or other Perpich or arts/education-related speakers.

6. **For Information & Action:** Review and approve PCAE finance report for June 2008 meeting.

Highlights of information added at the meeting:

- 1. Per agenda for this meeting, finance report was to be reviewed and approved. However, it was explained at this meeting that only the quarterly, extended format reports are to be approved (such as occurred at May meeting). Since June calls for a one-page summary finance report, no approval was necessary.
- 2. Vacation payoff occurs in mid-July.
- 3. Expenditures for the bulk of May and June purchases haven't occurred yet.
- 4. In response to a question from a Board member wondering if it would be possible to deposit or invest Federal grant money on a short-term basis, PCAE Finance Director D. Ambright explained that an organization is not allowed to earn interest on Federal grants.

- 7A. **For Action:** Decide whether to schedule an *extraordinary* meeting for Monday, July 7 or Tuesday, July 8, specifically for a Strategic Planning "wrap-up" with Stephen Ward Associates (SWA; traditionally, there is no July Board meeting).

**Motion by:** V. Katz to have a July Board meeting beginning at 2:30 pm on Monday, July 7, and allotting two hours for SWA.

**Seconded by:** A. Plechash.

**Verbal vote:** passed unanimously.

Highlights of information added at the Board meeting:

1. This July meeting will expedite putting Strategic Plan in place for Fall 2008.
2. Mentioned during this discussion: Prior to August 2008 Board meeting, a session for faculty to comment on the upcoming annual Board vote on whether to keep or waive the State statute to recite the Pledge of Allegiance in Minnesota public schools (Arts High School) during the 2008-2009 academic year.

**7B. For Information +/-or Action:** Updates from Board Development Committee and Vision & Mission Task Force.

1. No update from Vision & Mission; they'll have an update at July 7 meeting.
2. No update from Board Development, but refer to item #7C below.

**7C. For Information:** *Strategic Planning Strategies* document. (Pages *June08:1-June08:4*).

Presented by Stephen Ward Associates to Board through Board Development Committee.

Using the *Strategic Planning Strategies* document as a basis/starting point, Board Development Committee will meet (via phone and face-to-face) on June 26 to create Strategic Planning end statements for Board review and approval on July 7.

**8. For Information:** Executive Director's report for June 2008 meeting. (Page *June08:5*).

Highlights of information added at the Board meeting:

1. The new position of Management Administrative Director will be like an executive officer; creation of this position is partly in response to the findings of the auditors in the recently finished legislative audit of PCAE.
2. PDR's Dave Beaman is retiring mid-June. The office of U.S. Congressman Keith Ellison (representing Minnesota District 5) has designated Dave to design an ornament that will go on the White House Christmas tree.
3. First bullet under PDR should read "NEA Grant Submission for \$36,000" (instead of \$30,000).
4. The new Perpich magazine will be published semi-annually.

**9. For Action:** Approve \$44,940 contract from MN Department of Education.

**Motion by:** M. Wilimek to approve contract as submitted to Board members in Interagency Agreement between Minnesota Department of Education and PCAE. (Pages *June08:7-June08:10*)

**Seconded by:** A. Plechash.

**Verbal vote:** passed unanimously.

Highlights of information added at the Board meeting:

- This money covers part of the QTN budget for fiscal 2009 (2008-2009).

10. **For Information:** Public Comment at approximately 4:30.

Nobody present wished to speak at this time.

11. **For Information:** Report on six QTA sites that began QTA program one year ago, and general QTA update.

PDR's Byron Richard distributed and touched upon some of the content of the following seven handouts (pages *June08:11-June08:17*):

1. What Has PCAE Gained from Quality Teaching in the Arts: The Minnesota Arts Education Network?
2. Quality Teaching in the Arts (QTA) – Impacts and Evidence of Effectiveness – 2005-2008
3. Improving Student Achievement
4. The “Big Picture”
5. Minnesota Department of Education – Districts
6. The MNArtsEducation.org web site
7. Quality Teaching in the Arts – No-Cost Extension Budget Discussion

12. **For Action:** A request from Personnel Committee.

On behalf of Personnel Committee, Chair S. Peterson explained that the Committee seeks approval to begin process for hiring a consultant to help implement the Strategic Plan.

**Motion by:** Personnel Committee to issue an RFP to provide assistance for senior management to implement the Strategic Plan.

**Seconded by:** D. Suomala.

**Motion by:** P. Adolphson to table this topic.

**Verbal vote:** Tabling of this item passed unanimously.

13. Adjournment at 5:35 pm.

**Motion by:** M. Wilimek to adjourn.

**Seconded by:** A. Plechash.

**Verbal vote:** passed unanimously.

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

**CC:** Stephen Ward Associates:  
Stephen Ward  
Jane Nakken

*Administrative Leadership &  
Programmatic Leadership Teams:*

Nathan Davis, Exec. Director  
Deb Ambright, Finance Dir.  
John Engel, Technology Dir.  
Larry Etkin, Communications Dir.  
Holly Folkers, Admin. Assistant

Mike Hiatt, Director of PDR  
Bill Nash, Bldg. Services Supervisor  
Valerie Osborn, Personnel Officer  
Pam Paulson, Senior Dir. of Policy  
Alice Woog, AHS Director

**From:** Steve Greenberg  
Executive Assistant

**Date:** June 5, 2008

**Subj:** **Board Booklet for June 12, 2008 Board Meeting**

Enclosed please find the agenda and booklet for the June 12, 2008 PCAE Board Meeting in the "Large Glass Box" in the GAIA (PDR) Building.

**Table of Contents for the  
June 2008 Board Booklet**

**Page #s**

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**Perpich Center for Arts Education  
AGENDA  
for PCAE Board Meeting  
3:00 PM on Thursday, June 12, 2008  
Large Glassbox in GAIA (PDR) Building**

**One staff & three Board committees meet on Thursday, June 12 prior to the full Board meeting:**

At 12:00 noon, Vision & Mission Task Force & Strategic Planning Team to meet 1-2 hours with Board Development Committee to discuss PCAE core philosophies, values, and beliefs. Board Development to continue on own afterward with other Committee agenda items:

- Board Development: 12:00-2:00 pm (or 3:00 if necessary) in GAIA Large Glassbox  
(B. Brandt, M. DiBlasio, R. Jones, V. Katz, H. Wilson, K. Yuen-Terry)
  - Vision & Mission Task Force: 12:00-1:00 pm (or 2:00 if necessary) in GAIA Large Glassbox  
(A. Gallant (chair), B. Brandt, P. Johnson, A. Plechash, M. Wilimek)
  - Strategic Planning Team of 12 PCAE internal admin staff: 12:00-1:00 pm (or 2:00 if necessary) in GAIA Large Glassbox (Deb Ambright, Dianne Auger, Bev DeVos, John Engel, Larry Etkin, Holly Folkers, Steve Greenberg, Joe Lee, Bill Nash, Valerie Osborn, Mary Pietruszewski, Marla Riemer)
- 
- Personnel: 2:00-3:00 pm in GAIA Room 205 (B. Amadio, B. Brandt, P. Johnson, V. Katz, S. Peterson)

1. Call to Order.  
By: Howard Wilson, Board Chair.
2. Roll Call and Introductions.  
Presenter: Howard Wilson.
3. **For Action:** Call for additions to agenda, followed by request for approval of agenda.  
Presenter: Howard Wilson.
4. **For Action:** Call for approval of minutes from May 8, 2008 Board meeting.  
Pages 1-6 in Board booklet.
5. **For Information:** Impressions and comments by Board members who attended Arts High School graduation on June 6.  
**Graduation programs will be distributed at Board meeting.**

6. **For Action:** Decide whether to schedule an *extraordinary* meeting on July 7 or July 8 specifically for Strategic Planning update and to handle any immediate, related tasks.  
Presenters: H. Wilson and  
Stephen Ward, Stephen Ward Associates.
7. **For Information & Action:** Review and approve PCAE finance report for June 2008 meeting.  
Presenters: Alex Plechash, Chair, Board Finance Committee, and  
Deb Ambright, PCAE Finance Director.  
Pages 7-9 of Board booklet.
8. **For Information:** Executive Director's report for June 2008 meeting.  
Presenter: Nathan Davis, PCAE Executive Director.  
**Handouts to be distributed at meeting.**
9. **For Action:** Approve \$44,940 contract from MN Department of Education.  
Presenter: Pam Paulson, PCAE Sr. Director of Policy.  
Page 11 in Board booklet.
10. **For Information:** Public Comment at approximately 4:30.  
Anyone who wishes to address the Board at this time may do so. Please limit remarks to five minutes. If possible, please notify Board Chair, Howard Wilson, before the meeting of your intent to address the Board during this agenda item. However, anyone who is unable or does not wish to provide advance notice is nevertheless invited to address the Board at this time.
11. **For Information:** Report on six QTA sites that began QTA program one year ago, and general QTA update.  
Presenters: Byron Richard, PDR Education Research Coordinator, and  
Mike Hiatt, PDR Director.  
**Handouts, if any, to be distributed at meeting.**
12. **For Information +/-or Action:** Updates from Board Development Committee and Vision & Mission Task Force.  
Presenters: Ardie Gallant, Chair of Task Force, and  
a to-be-elected (by Committee on June 12 before 3:00 pm) new  
Board Development chair to replace outgoing chair Bob Brandt.  
**Handouts, if any, to be distributed at meeting.**
13. Adjournment.  
By: H. Wilson.

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

**Board of Directors  
Board Meeting Minutes  
for May 8, 2008**

**2:00 PM in the "Large Glass Box" of GAIA**

**Note:** Any handouts from the May 8 meeting that are included in the permanent, public record, may be found in the *2008 Board Meetings* binder, behind: (1) the *May Board Booklet* (materials snail-mailed to board members in preparation for the May Board meeting), and (2) these May 8 minutes (once approved by the Board at their June 12, 2008 meeting). The handouts will be numbered from page *May08:1-May08:26*.

- A. Two Board committees met on Monday, May 5:
  - a. Vision & Mission Task Force from 1:00-3:00 pm, and
  - b. Finance Committee met from 4:00-5:30 pm.
- B. Two Board committees were scheduled to meet prior to the full Board meeting on Thurs., May 8:
  - a. Personnel Committee was initially scheduled to meet at 12:30 pm, but to accommodate an added agenda item, they met from 12:00-2:00 pm.
  - b. Finance Committee was scheduled to meet from 1:00-2:00 pm, but since they were able to complete their pre-May-meeting agenda at their Monday, May 5 meeting, the meeting for May 8 was cancelled.
  - c. After their meeting on May 5, Vision & Mission Task Force decided to also meet on May 8, which they did from 12:00-2:00 pm.

---

1. Meeting Call to Order.

Howard Wilson, PCAE Board Chair, called the meeting to order at 2:21 pm.

2. Roll Call and Introductions.

H. Wilson noted Penny Johnson's surgery of the day before and circulated a greeting card for Board members to wish her a speedy recovery.

**Members Present:** Peter Adolphson, Bari Amadio, Denis Biagini, Robert "Bob" Brandt, Margaret "Maggie" DiBlasio, Ardythe "Ardie" Gallant, Roberta Jones, Virginia Katz, Sonja Peterson, Alex Plechash, MaryAnne Wilimek, Howard Wilson, and KaiMay Yuen-Terry.

**Excused:** Penny Johnson.

**Unexcused:** Roberta Jones.

**Guests Present:** Staff: (from Admin:) Deb Ambright, Nathan Davis, Larry Etkin, Steve Greenberg, Bill Nash, Valerie Osborn, Pam Paulson; (from PDR:) Diane Aldis, Nyssa Brown, Barbara Cox, Mike Hiatt, Virginia McFerrin; (from Stephen

Ward Associates consulting firm:) Jane Nakken; (Students:) Emily McKown and Preston Palmer.

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

**Motion by:** V. Katz to approve agenda for this meeting with the following changes:

- a. Change item 5 (*For Discussion +/-or Action: Strategic Planning...*) to item 5B.
- b. Change item 11 (*For Action: Request for approval... ACE~Theater Grants...*) to 5A.
- c. Add new item 11 (*For Information: Update on identifying a Board speaker for the AHS commencement ceremony on June 6*).
- d. "Shift" item 8 to allow it to be handled out-of-turn, around 3:30 pm, about mid-way through item 5B (*For Discussion +/-or Action: Strategic Planning...*).

**Seconded by:** A. Plechash.

**Verbal vote:** passed unanimously.

4. **For Action:** Call for approval of the minutes from the April 10, 2008 Board meeting.

**Motion by:** B. Brandt to approve 04/10/08 minutes as submitted.

**Seconded by:** M. Wilimek.

**Verbal vote:** passed unanimously.

5A. **For Action:** Request for approval of the recipients of the ACE~Theater Grants for the 2008-2009 school year.

**Note:** Board Chair Howard Wilson recused himself from chairing this portion of the meeting since one of the schools recommended by PDR to receive a grant is Four Seasons A+ Elementary, where Wilson serves as principal. Vice Chair Maggie DiBlasio chaired the meeting at this time instead.

**Motion by:** S. Peterson to approve awarding ACE~Theater grants to six Minnesota school recipients, and keeping two other schools on a list of alternates in case one or two of the six recipients is unable to be in the program after all.

**Budget 3342**

**TOTAL REQUEST: \$20,321**

**PDR: ACE~Theater Grant Request 08-09**

(Continued on next page ⇒)

<i><b>Cong. Dist.</b></i>	<i><b>Proposed Funding School</b></i>	<i><b>School Year 08-09</b></i>
8	AlBrook School (PreK-12) Saginaw, MN	\$5050
4	Four Seasons A+ Elementary St. Paul, MN	\$3750
6	Lakes International Language Academy Forest Lake, MN 55025	\$3460
3	Sandburg Middle School Golden Valley, MN	\$2085
7	Waubun-Ogema-White Earth	\$5976
	<b>TOTAL:</b>	<b>\$20,321</b>

**Alternate Schools**

4	St. Paul Open School	\$3000 (1 <sup>st</sup> alternate)
6	Lincoln Elementary School for the Arts	\$3240 (2 <sup>nd</sup> alternate)

**Seconded by:** D. Suomala.

**Verbal vote:** passed unanimously.

**Clarification added at meeting:**

1. Private schools are ineligible to receive ACE grants.
2. Charter schools are eligible to receive ACE grants.
3. Having alternates (there are two on the list approved at this meeting) provides grantee schools that can substitute for a school where the ACE team is cut or the school closes.
4. B. Brandt noted that the expenses for the program seem high; could these be adjusted to allow ACE~Theater program to expand from five schools to seven (this would enable the two alternate schools to be included immediately)?
5. PDR Dance Education and AEI Coordinator Diane Aldis explained that:
  - a. This 8-year-old program used to fund six schools, but was decreased to five due to rising costs.
  - b. To maintain a successful and worthwhile program, PDR contracts with good instructors, yet is able to pay them at the low end of industry standards.

**5B. For Discussion +/-or Action:** Strategic Planning—next steps.

Jane Nakken of Stephen Ward Associates (SWA) led this workshop at this point in the meeting. Her colleague, Stephen Ward, was ill and not able to attend. The Board asked Jane to convey their wishes to Stephen for a speedy recovery.

Highlights of this Strategic Planning segment of the meeting:

1. Vision & Mission Task Force presented some of their ideas so far in working toward new vision and mission statements for the agency. Other Board members offered suggestions.
2. Based on stakeholder input, the Board created and prioritized a list of strategic directions for the Center.

**Note:** To accommodate schedules of some Perpich staff, agenda item #8 (**For Information:** *Finance Report.*) was inserted at this point. But for easier flow and comprehension of the current agenda item—Strategic Planning—item #8 will appear in this minutes document in proper numeric order (after item #7 and before item #9).

3. Board listed strategies and considerations for agency finance.
4. Board listed strategies and considerations for agency governance.
5. Nakken, Davis, and Board members discussed how to evaluate the level of success of strategies once the Strategic Plan is in place and has been followed over a specific time.
6. Nakken, Davis, and Board members created a list of *Next Steps* to occur in this Strategic Planning process after the May 8 meeting.

6. **Information:** An opportunity to meet Derek Phillips—PDR's Adjunct Dance Education Coordinator—aka dance artist, educator, and administrator.

Phillips teaches dance and dance education as an employee of PDR and in his own private work. Even when he is representing himself, he often also represents Perpich Center and PDR as an unofficial rep and liaison. In his own annual residency in Montevideo, MN, he works with children k-12. A sign of the length of his commitment there is that he now teaches high school seniors who he also worked with when they were kindergarteners!

7. **For Information:** Exec. Director's Report (distributed at meeting; pages *May08:1-May08:6*).

Highlights of information added at the Board meeting:

1. N. Davis has been elected to the Board of Trustees of the Minneapolis College of Art & Design (MCAD).
2. On May 7, Davis attended confirmation hearings at the Capitol for four Board members who recently began their four-year terms with PCAE Board of Directors—B. Amadio, D. Biagini, M. DiBlasio, and D. Suomala.
3. RE: Recent legislative audit of PCAE. Davis noted that working in state government requires close observance of state policies and procedures. Initial feedback from the auditor indicates that there are areas where policies and procedures need to be established and internal controls improved; no

legal thresholds warranting Board concern have been identified. Chair H. Wilson added that the issues are ones of compliance.

8. **For Action:** Approve Finance Report. A finance report in the expanded quarterly format requested by the Board was distributed to Board members at the beginning of the meeting. (Pages *May08:7-May08:26*).

(To accommodate staff scheduling, this agenda item was taken up mid-way through agenda item #5B *Strategic Planning*.)

**Motion by:** A. Plechash, Chair of Finance Committee, to approve Finance Report as submitted.

**Seconded by:** B. Brandt.

**Verbal vote:** passed unanimously.

Highlights of information added at the Board meeting:

1. Future spreadsheet reports may include a column for *Budget Remaining*. Such a request could be made by Finance Committee.
2. When an employee is given a monetary achievement award, the funding is usually the same source from which the individual's pay is already taken.
3. The legislative audit for the Center has been completed. An initial summary:
  - a. Based on preliminary recommendations by the auditors, policies and procedures need to either be tightened up or implemented to provide more structure and compliance with State guidelines.
  - b. The final, formal report from the auditors will be received by PCAE administration within 3-6 months.

(At this point, the meeting resumed agenda item #5B *Strategic Planning*.)

9. **For Information:** Public Comment at approximately 4:30. (Since item #5B, *Strategic Planning*, ended around 4:30 pm, this *Public Comment* item was taken immediately after 5B.)

AHS senior Preston Palmer updated the Board on upcoming plans and events:

1. In the future, the two co-presidents and a Board meeting representative from AHS Student Government will attend each Board meeting. The rep will notify AHS Student Government of any Board items of particular importance to the student body.
2. The student-coordinated Red Cross blood drive will be on 05/09/08.
3. Student Government is planning to help with an upcoming school cleanup.

(At this point, the meeting continued with agenda item #6.)

(Continued on next page ⇒)

10. **For Information +/-or Action:** Personnel Committee Report.

Highlights:

1. SWA has reported the results of the HR (Staff Treatment) Audit. There were no violations in the four specific areas examined. A report from SWA will be forthcoming.
2. PCAE HR Officer Valerie Osborn notified committee chair S. Peterson that the position of executive director of the agency is eligible to receive an annual achievement award if the Board, in consideration of the executive director's performance for the year, chooses to grant such an award.

**Motion by:** Personnel Committee to award Nathan Davis a \$1000 achievement award this year.

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

**Verbal vote:** passed unanimously.

3. Sonja Peterson has been elected by the Committee to continue as chairperson for the year through February 2009.
4. Farewell and many thanks to Bob Brandt for his years of service to Personnel Committee and to the Board in general. Although those whose terms end in January are allowed to continue as full Board members through June of the same year, unless a replacement is found, Brandt isn't able to attend the June meeting.

In response, Brandt noted his appreciation for having had the opportunity to serve for the past eight years as this Board "is one of the most vibrant boards I've ever worked on." He encouraged the group to, "Keep on dreaming the dream!"

11. **For Information:** Update on identifying a Board speaker for the AHS commencement ceremony on June 6.

B. Brandt will be the speaker from the PCAE Board of Directors at AHS commencement on June 6.

12. Adjournment at 5:09 pm.

**Motion by:** A. Plechash to adjourn.

**Seconded by:** B. Amadio.

**Verbal vote:** passed unanimously.

## PCAE Financial as of June 5, 2008

### General Overview

Attached is a financial analysis for the agency as of June 5, 2008, in the one-page format as requested by the Board's Finance Committee.

The detail provides information only on dollars expended in the specific reports, reflected in state fiscal years 2006 and 2007. The detail information for fiscal year 2007 has been updated as financials through March 3, 2008. Fiscal year 2008 information has been updated through the close of business on June 5, 2008, for the June Board meeting. The current fiscal year 2008 shows details of the current budget, dollars obligated and expended year-to-date through June 5, 2008. The last column provides the percent (%) of budgeted dollars expended year-to-date. The upper right corner indicates that 90.41% of the current fiscal year has been completed.

The Dedicated Account (200 Fund) shows an overall increase from last month to this month of \$3,874. This increase represents the agency's net overall changes in this fund from varied increases and decreases in several accounts recently reviewed in Administration and the Arts High program areas. I will review each of the agency's accounts in detail during the closing operations of the state fiscal year 2008.

Due to the volume of purchasing and expenditures required by our agency this year and during the months of May and June (as well as prior approved scheduled vacations) we are still in the process of completing the processing requirements for the close of the fiscal year of obligations and expenditures. Thus, a more reflective and more comprehensive view of the agency accounts (percentages expended correlated to the amount time of the fiscal year completed) will be seen with the next financial report to the Board for the close of this fiscal year. (Note: Several accounts are still in the process of spending funds, encumbrances for June, and obligations which have not been expended yet.

The obligations include payments not yet made for May and June as well as recent purchases for which billings have not yet been received to process payments. Also included in the obligation balances are the salary needs for the agency for year-end and the vacation payouts to teachers and salary staff that will not take place until late June/early July.)

At your April 2008 meeting, the Board was advised that we have been awarded a grant from the Minnesota Learning Innovations Council in the amount of \$25,000; the fully executed contract was received on June 5. These funds will be established in the respective fiscal year once I have reviewed the planned budget of expenditures proposed for this PDR project: *Artful Online Learning Objects Development and Dissemination Project* (part of the agency's Distance Learning mission).

Our agency's status as an arts high school and a state professional development and research facility requires that a unique and cooperative effort be developed between programmatic and administrative personnel. Such collaboration will facilitate and help implement the creative aspects and drive that reflect the Center's mission, while following state financial and structural policies and procedures.

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# REQUEST FOR ACTION BY PCAE BOARD OF DIRECTORS

**Date:** Friday, May 30, 2008

**To:** PCAE Board of Directors **June 2008** Meeting

**From:** Policy and PDR

**Submitted** Pam Paulson

**By:** Sr. Director of Policy

**Background** ☐  
**Information:** ☒

Sent in Board packet

To be handed out at Board meeting

**General** **Receipt of Funds from the Minnesota Department**  
**Subject Area:** **of Education**

**Specific** Approve receipt of \$44,940.00 contract from MN  
**Action(s)** Department of Education to (1) support the work  
**Requested of** of the Quality Teaching Network, and (2) continue  
**the Board:** revising the arts standards through the rule-making  
process.

MDE officially notifies PCAE of this grant during the summer. Because the next Board meeting might be in August, and MDE requires a response from PCAE sooner, PDR is seeking Board approval at this—June 2008—meeting.

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