

Perpich Center for Arts Education (PCAE)

**Board of Directors
Board Meeting Minutes
for July 7, 2008**

2:30 PM in the "Large Glass Box" of GAIA

Note: Any handouts from the July 7 meeting that are included in the permanent, public record, may be found in the *2008 Board Meetings* binder, behind: (1) the *July Board Booklet* (materials snail-mailed to board members in preparation for the July Board meeting), and (2) these July 7 minutes (once approved by the Board at their August 14, 2008 meeting). The handouts will be numbered from page *July08:1-July08:XX*.

1. Meeting Call to Order.

Howard Wilson, PCAE Board Chair, called the meeting to order at 2:43 pm.

2. Roll Call and Introductions.

Wilson welcomed new member Sue Mackert, whose appointment to the PCAE Board was announced by the Governor's office on June 25.

Members Present: Denis Biagini, Margaret "Maggie" DiBlasio, Ardythe "Ardie" Gallant, Penny Johnson, Virginia Katz, Susan "Sue" Mackert, Alex Plechash, Howard Wilson, and KaiMay Yuen-Terry.

Excused: Peter Adolphson, Bari Amadio, Sonja Peterson and Dorothy Suomala.

Guests Present: Staff: (from PDR:) Mike Hiatt; (from Stephen Ward Associates (SWA) consulting firm:) Stephen Ward and Jane Nakken.

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 this change:

- a. Add item 7A (**For Information:** *Presentation by Mike Hiatt of two pieces of art contributed for the auction at Perpich Foundation's next Big Event.*)

Seconded by: A. Plechash.

Verbal vote: passed unanimously.

4. **For Action:** Call for approval of the minutes from the June 12, 2008 Board meeting.

Motion by: V. Katz to approve 06/12/08 minutes with the following correction: at the top of page four of the July 7 Board packet, in agenda item #9, change "budget for fiscal 2008 (2008-2009)" to "budget for fiscal 2009 (2008-2009)."

Seconded by: A. Gallant.

Verbal vote: passed unanimously.

5. **For Information +/-or Action:** Update from Vision & Mission Task Force. A one-page *Report of the Mission and Vision Committee*, dated July 7, 2008, was distributed (page July08:1).

Motion by: A. Gallant (Task Force Chair) and Vision & Mission Task Force to approve the following vision and mission statements, and tag line as submitted to the Board at the meeting:

Vision: PCAE as a recognized national leader uniquely positioned to fuse artistic passion and academic excellence, producing creative thinkers who offer valued perspectives in society.

Mission: To provide all Minnesota students the opportunity to develop and integrate their artistic and academic ability to its highest potential.

Tag Line: Innovation through arts education.

Seconded by: A. Plechash.

Friendly amendments offered and accepted (underlining added below only to indicate new or modified text—actual statements do not have any underlines):

Vision: PCAE as a recognized national leader uniquely positioned to fuse artistic passion and academic excellence, producing creative thinkers who ~~offer~~ contribute valued perspectives in society.

Mission: To provide all Minnesota students the opportunity to develop and integrate their artistic and academic ~~ability~~ abilities to ~~its~~ their highest potential.

Tag Line: Innovation in and through arts education.

Verbal vote: passed with amendments and with one member, KaiMay Yuen-Terry, opposed due to concerns about semantics, e.g., wish to further clarify phrases such as “valued perspectives in society.”

6. **For Action:** Review and approve Strategic Planning End Statements submitted by Board Development Committee.

Motion by: V. Katz (committee chair) and Board Development Committee to approve the End Statements as submitted to the Board in the July Board booklet (see next page for “*Submitted* End Statements”).

Seconded by: P. Johnson.

Friendly amendments offered and accepted (see the page after next for “*Approved* End Statements”; underlining added to indicate new text—actual End Statements, except for two words in the End Statements under *Performance Management*, do not have any underlines).

Verbal vote: Passed unanimously.

Submitted End Statements

These are ten end statements crafted by the Board Development Committee at a phone/face-to-face meeting of the Committee on June 26, 2008.

For purposes of this document and strategic planning at PCAE, an *end statement* is an expression that identifies desired goals/objectives/results.

Performance Management

- PCAE organizational performance will be based on achievement of pre-determined goals, outcomes and processes.
- PCAE individual performance will be based on organization-wide, standardized human resource practices with clearly articulated and identified expectations.

People

PCAE will be a culturally responsive organization that fosters trust, cooperation and collaboration, internally and externally.

Organizational Structure

PCAE will be a completely and thoroughly integrated organization in that all divisions work effectively and efficiently to deliver products and services to our stakeholders.

Communications & Marketing

PCAE will maximize public awareness of the agency and its mission throughout the state of Minnesota.

Programs & Services

PCAE will develop, implement and disseminate arts education programs and services that reflect best practices and meet the diverse needs of the students and teachers it serves throughout the state of Minnesota.

Finance

PCAE will remain financially sustainable by continuing to effectively use its State resources and securing sources of funding (e.g., grants, foundation and alumni support, donations and endowments).

Governance

- The PCAE Board will adhere to the Carver model of governance.
- The PCAE Board and administration will clarify and articulate their governance and administrative practices to all internal and external stakeholders.

Public Policy

PCAE will maintain strong relationships with the Minnesota legislature.

Approved End Statements

Approved by PCAE Board of Directors on July 7, 2008

For purposes of this document and strategic planning at PCAE, an *end statement* is an expression that identifies desired goals/objectives/results.

Performance Management

- PCAE organizational performance will be based on achievement of pre-determined goals, outcomes and processes.
- PCAE individual performance will be based on organization-wide, standardized human resource practices with clearly articulated and identified expectations.

People

PCAE will be a culturally responsive organization that fosters trust, cooperation and collaboration, internally and externally.

Organizational Structure

PCAE will be a completely and thoroughly integrated organization in that all divisions work effectively and efficiently to deliver products and services to our stakeholders.

Communications & Marketing

- PCAE will maximize public awareness of the agency and its mission throughout the state of Minnesota.
- PCAE will maintain strong relationships with ~~the Minnesota legislature~~ all stakeholders including governmental bodies. (Note: this statement was moved from “Public Policy” to this “Communications & Marketing” heading.)

Programs & Services

PCAE will develop, implement and disseminate arts education programs and services that reflect best practices and meet the diverse needs of the students and teachers it serves throughout the state of Minnesota.

Finance

PCAE will remain financially sustainable by continuing to effectively use its State resources and securing sources of funding (e.g., grants, foundation and alumni support, donations and endowments).

Governance

- The PCAE Board will adhere to the Carver model of governance.
- The PCAE Board and administration will clarify and articulate their governance and administrative practices to all internal and external stakeholders.

Public Policy

PCAE will influence public policy through research, advocacy and partnerships.

~~PCAE will maintain strong relationships with the Minnesota legislature.~~ (Note: this statement was moved from this “Public Policy” heading to “Communications & Marketing.”)

For Information +/-or Action: Wrap-up session of Board-led Strategic Planning project by consultants Stephen Ward and Jane Nakken of Stephen Ward Associates.

Highlights of the session at the Board meeting:

- The End Statements are the high-level strategic goals set by the Board for the whole agency.
- The next steps to creating an agency-wide Strategic Plan are:
 - a. Identify appropriate measures for each of the 11 End Statements, i.e., how would one recognize that an End Statement has been partially or fully reached/accomplished?
 - b. Perpich directors and staff create specific tasks and activities to reach/accomplish each End Statement that relates to each director and staff person's area(s) of responsibility.
- At a regular interval—possibly one year—the End Statements may be revisited to ascertain how well they fit the Plan and whether language needs to be modified.
- Regular reporting to the Board on the status of implementing and following through the Perpich Strategic Plan is necessary for success of the Plan and process. The Executive Director will include a Strategic Plan update in his monthly report to the Board.
- Executive director N. Davis will contract with SWA to work with PCAE directors to get started with identifying measures to indicate degree of accomplishing each End Statement, and to create the specific tasks and activities that will reach/accomplish each End Statement.

8. Adjournment at 4:39 pm.

Motion by: A. Gallant to adjourn.

Seconded by: P. Johnson.

Verbal vote: passed unanimously.

Perpich Center for Arts Education (PCAE)

**Board of Directors
Board Meeting Minutes
for August 14, 2008**

3:00 PM in the Visitors Center of Admin/HS Building

Note: Handouts from the August 14 meeting that are included in the permanent, public record, may be found in the *2008 Board Meetings* binder, behind: (1) the *August Board Booklet* (materials snail-mailed to board members in preparation for the August Board meeting), and (2) these August 14 minutes (once approved by the Board at their September 11, 2008 meeting). The handouts will be numbered from page *Aug08:1-Aug08:3*.

1. Meeting Call to Order.

Howard Wilson, PCAE Board Chair, called the meeting to order at 3:04 pm.

2. Roll Call and Introductions.

All-agency Meeting: (the following Board members attended the professional development session on the same day from 8:15 am – 12:15 pm, based on Daniel Pink's book *A Whole New Mind: Why Right-Brainers Will Rule the Future*.) Bari Amadio, Maggie DiBlasio, Ardie Gallant, Penny Johnson, and Dorothy Suomala.

Members Present: Bari Amadio, Denis Biagini, Margaret "Maggie" DiBlasio, Ardythe "Ardie" Gallant, Penny Johnson, Virginia Katz, Susan "Sue" Mackert, Alex Plechash, Dorothy Suomala, and Howard Wilson.

Excused: Peter Adolphson, Sonja Peterson and KaiMay Yuen-Terry.

Guests Present: Staff: (from PDR:) Barbara Cox, Mike Hiatt; (from Administration:) Deb Ambright, Nedra Fitzloff-Meyer, Pam Paulson, Valerie Osborn (from AHS:) Alice Woog.

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.

Seconded by: D. Biagini.

Verbal Vote: passed unanimously.

4. **For Action:** Call for approval of the minutes from the July 7, 2008 Board meeting.

Motion by: A. Gallant to approve minutes from July 7, 2008 as submitted.

Seconded by: P. Johnson.

Verbal Vote: passed unanimously.

5. **For Action:** Request approval for Sue Mackert to become a member of Finance and Personnel Committees.

Motion by: V. Katz to approve Mackert's membership on Finance & Personnel.

Seconded by: M. DiBlasio.

Verbal Vote: passed unanimously.

6. **For Action:** Request approval of schedule for monthly Board meetings through June 2009, and select location for out-state meeting in October.

RE: Meetings Schedule:

Motion by: D. Suomala to approve schedule as submitted (also listed below).

The following monthly meetings of the full PCAE Board all begin at 3:00 pm on Thursday:

<u>in 2008</u>		<u>in 2009</u>	
Aug 14	Oct 9 *	Jan 8	April 9
Sept 11	Nov 13	Feb 12	May 14
	Dec 11	March 12	June 11

* All meetings are on the Perpich campus in the *Large Glassbox* room of GAIA (PDR building), except for October, which is an out-state meeting.

Seconded by: B. Amadio.

Verbal Vote: passed unanimously.

RE: Out-state Meeting Location:

1. Suggested locations: Austin, Fergus Falls, Moorhead and Rochester.
2. Rochester has Arts Magnet School for 9th-12th grades.
3. What about two out-state meetings per year? This is consistent with “getting the word out” about PCAE. In the upcoming, “challenging” legislative year, meeting legislators “on their turf” could be a real benefit to PCAE.
4. Possibly a fall 2008 meeting in Moorhead and spring 2009 (March or April) meeting in Rochester.

Motion by: V. Katz to hold October 9, 2008 Board meeting in Moorhead, and consider in a few months having a second out-state meeting in Rochester during the spring.

Seconded by: B. Amadio.

Verbal Vote: passed unanimously.

Comments about planning for Moorhead in October:

1. Invite local Minnesota state legislators: Senator Keith Langseth and Representatives Morrie Lanning and Paul Marquart. D. Suomala would send a letter followed-up with a phone call (it’s been suggested that email is not an effective way to get a legislator’s attention).
2. Find out which (and possibly bring) AHS students who are from Moorhead area.
3. Check out what PDR programs/activities are in the Moorhead area.

4. Bring along a student dance group? A media arts presentation?
5. N. Davis to work with D. Suomala to start planning.

7. **For Information:** Finance Report (in original agenda; see below as this becomes item #7B).

Some staff present requested at this time that the order of the agenda be modified in deference to work schedules. Chair Wilson asked for a motion to revisit the current meeting agenda.

Motion by: A. Plechash to create agenda item “7A. *Revise Agenda*” and re-number item “7. *Finance Report*” to “7B. *Finance Report*.”

Seconded by: P. Johnson.

Verbal Vote: passed unanimously.

7A. **For Action:** Board members came up with a new item order for the current agenda.

Motion by: V. Katz to re-order (and re-number) items 8-12 to this order: 10, 12, 11, 9 and 8. The items from 8-12 would thus become:

8. **For Information:** Arts High School update.
9. **For Action:** Arts High School request for approval to enter into contract with Innovative Special Education Services of Minnesota (ISES of MN).
10. **For Information:** Public Comment at approximately 4:30.
11. **For Action:** PDR Request for Approval to Renew Five ASAP Sites for FY2009.
12. **For Information:** Exec Dir’s Report, including Strategic Planning update.

Seconded by: P. Johnson.

Verbal Vote: passed unanimously.

7B. **For Information:** Finance Report.

N. Davis began this item by introducing the Center’s new Administrative Management Director, Nedra Fitzloff-Meyer. Fitzloff-Meyer is already involved in Center finances, working closely with Finance Director D. Ambright and Executive Director N. Davis.

D. Ambright distributed the August Board finance report *Financial as of August 13* (pages Aug08:1-Aug08:3).

Highlights mentioned during this agenda item:

1. Finance Director D. Ambright would like to meet with Finance Committee to look at budget process for FY 2009. A meeting will be set up prior to September Board meeting.
2. At its pre-September 11 meeting, Finance Committee will review the 2009 operating budget. The Finance Report distributed at the September 11 meeting will be the expanded quarterly format requested by the Finance Committee earlier this year.

3. Per Ambricht, the next submission of the biennium budget is due to Department of Finance in mid- to late-October. Budgeting as a State agency is a slow process as any numbers entered into the State's online systems require at least two weeks to see how the resulting budget will look.
4. N. Davis has asked his managers to prepare a budget for the current year modified to reflect a 1% reduction.
5. Pawlenty has asked that all State agencies use 2009 base budget for FY 2010 and FY 2011 (next biennium) budgets. Given the rate of inflation, agency planning necessitates preparing for a 5% cut across State agency budgets.
6. Chair H. Wilson recommended the Board and Center administration look at how these cuts—1% for current budget and 5% for next biennium—fit within the Strategic Plan's End Statements. In other words, how do the End Statements translate into how PCAE collects and outlays money? He later added that the End Statements developed and approved by the Board are intentionally broad so as not to be too prescriptive. (This reflects the Carver model, which the Board adopted for the Center in 2006.)
7. N. Davis explained that, together with his leadership team, he'll deliver lists of tactical objectives that will reflect the End Statements set by the Board.

8. **For Information:** Arts High School update.

Highlights mentioned during this agenda item:

1. The *parent portal*—a feature on our computer system to allow parents and guardians to access various data related to their student—is expected to go live on September 8.
2. In the past few weeks, faculty has had meetings with members of IT to receive technical training on systems related to AHS operations.
3. On September 2, an expert will visit with faculty to teach and talk about autism and Asperger's syndrome.
4. The AHS Site Improvement Team has 10 members, representing Student Services, arts staff, and academic staff. From its inception last year, the Team has included in its "charter" to work in concert with the Center's Strategic Planning process.
5. Site Improvement Team is initiating faculty review of programming, which will be carried out with the agency's Strategic Planning End Statements in mind.
6. In the past few weeks, AHS Director A. Woog met with (aka *greet and meet*) parents of current (2008-2009) students in the New London/Spicer, Lutsen and Brainerd areas to talk about the upcoming school year.
7. The AHS *Connections* newsletter will be published Oct. 1, Jan. 1 and April 1.

8. Woog distributed the *2008-2009 Student Handbook*.
9. **For Action:** Arts High School request for approval to enter into contract with Innovative Special Education Services of Minnesota (ISES of MN).

ISES of MN works with a variety of school districts to perform a number of reporting and administrative tasks from the local level through Federal guidelines and requirements, in connection with a school's special education program.

The contract fee for Arts High School would be \$9,350.00, with August 25, 2008 as a probable start date. Enlisting ISES to perform its tasks would save AHS money that would be spent to include these tasks in the job description of a special educ. instructor.

Motion by: S. Mackert to approve AHS entering into contract with ISES of MN for the 2008-2009 academic year at a cost of \$9,350.00.

Seconded by: R. Jones.

Verbal Vote: passed unanimously.

10. **For Information:** Public Comment at approximately 4:30.

Nobody present wished to speak at this time.

11. **For Action:** PDR Request for Approval to Renew Five ASAP Sites for FY2009.

Chair H. Wilson is the principal at St. Paul's Four Seasons A+ Elementary School. Because one of the prospective ASAP renewal sites—Mississippi Creative Arts Magnet—is also in the St. Paul School District, Wilson recused himself as chair for this item in the agenda. Co-chair M. DiBlasio took over at this point in the meeting.

Highlights mentioned during this agenda item:

1. According to B. Cox (PDR, Arts Education Partnership Coordinator), PDR staff collects data and monitor the activity and progress for each site during the program to ascertain what learning is happening and the level of overall success.
2. ASAP (Minnesota Arts and Schools as Partners) began in 2000. Initial years were funded by McKnight Foundation, followed by more reliance on funding from the State. Before State budget cuts, there were 31 ASAP sites as compared to the current five.
3. It was suggested that the PCAE web site should:
 - a. List the current ASAP sites, and
 - b. Show the impact of budget cuts on the program.
4. The memo provided by PDR for the Board packet mailing included a section for the Board Chair to indicate Board approval with his signature. It was indicated at the meeting that having these minutes reflect the motion and vote on the agenda item was sufficient to indicate the Board's decision.

Motion by: A. Plechash to approve renewal of funding to the five following ASAP program sites, for a total of \$27,500.00:

Irondale High School (New Brighton) in partnership with Illusion Theater <u>School Congressional District 3</u> ----- <u>Arts Partner Congressional District 4</u>	\$5,500
Main Street School of Performing Arts (Hopkins) in partnership with dance artist Galen Treuer and theater artist Noah Bremer. <u>School Congressional District</u> ----- <u>Arts Partner Congressional District 5</u>	\$5,500
Marcy Open School (Minneapolis – School District #1) in partnership with The Children’s Theater Company (Neighborhood Bridges Program). <u>School Congressional District 4</u> ---- <u>Arts Partner Congressional District 4</u>	\$5,500
Mississippi Creative Arts Magnet (St. Paul – School District #625) in part- nership with the Minnesota Center for Book Arts. <u>School Congressional District 5</u> ----- <u>Arts Partner Congressional District 4</u>	\$5,500
Stevens Elementary School (Dawson - School District #378) in partnership with theater artist Linda Bruning. <u>School Congressional District 7</u> ---- <u>Arts Partner Congressional District 5</u>	\$5,500
TOTAL AMOUNT REQUESTED	
\$ 27,500	

Seconded by: P. Johnson.

Verbal Vote: passed unanimously,
with H. Wilson recusing.

12. **For Information:** Executive Director’s Report, including Strategic Planning update.

Wilson resumed chairing the meeting at this point.

Highlights mentioned during this agenda item:

1. A. Gallant suggested that administration involve students in the design of a new PCAE logo. N. Davis will process this idea with his staff.
2. Davis distributed a draft copy of *Perpich Center for Arts Education Strategic Planning Packet*. This document is an initial exercise by Center directors to identify tactical activities that support the achievement of End Statements.
3. Wilson commended the work on strategic tactics of Davis and his team of directors.
4. Davis distributed a mock-up of a periodic (possibly on an as-needed only basis) PCAE Board of Directors newsletter drafted by S. Greenberg. In the near future, Board Development Committee will discuss ways to communicate Board actions, activities and news to stakeholders.

(August 2008 Minutes Continued ⇔)

13. **For Action:** Report on Personnel Committee's Evaluation of Executive Director for 2007-2008 and recommendation of salary for 2008-2009.

V. Katz, a member of Personnel Committee, reported to the Board in Chair S. Peterson's absence. The Committee's evaluation of Executive Director Davis for 2007-2008 was very positive; they recommended a salary increase to the maximum extent allowed by the State.

Motion by: Personnel Committee, for the 2008-2009 year, to award N. Davis a 3.25% raise in salary, translating into an increase from \$51.99/hour to \$53.68/hour.

Seconded by: M. DiBlasio.

Verbal Vote: passed unanimously.

14. **For Information +/-or Action:** Possible request by Personnel Committee for approval of a Request for Proposal (RFP) for consultancy to assist in the implementation of the newly adopted strategic plan End Statements.

Highlights mentioned during this agenda item:

1. It was ascertained that Stephen Ward Associates (SWA) has already been working with PCAE administration to implement the Plan.
2. In light of the Board having reached a milestone in the Strategic Planning process by adopting Strategic End Statements, Stephen Ward has provided input, in a letter sent to Chair H. Wilson, on the current state of PCAE. Wilson agrees that the letter should (and will) be forwarded to all Board members.
3. In commenting on the importance and position of the End Statements to the operations of PCAE, Wilson explained that the Carver model dictates that the entire Center apply the End Statements throughout their work.

15. Adjournment at 5:39 pm.

Motion by: A. Gallant to adjourn.

Seconded by: P. Johnson.

Verbal Vote: passed unanimously.

Perpich Center for Arts Education (PCAE)

Board of Directors
Board Meeting Minutes
for September 11, 2008

3:00 PM in the Glassbox of the PDR (GAIA) Building

Note: Handouts from the September 11 meeting that are included in the permanent, public record, may be found in the *2008 Board Meetings* binder, behind: (1) the *September Board Booklet* (materials snail-mailed to board members in preparation for the September Board meeting), and (2) these September 11 minutes (once approved by the Board at their October 9, 2008 meeting). The handouts will be numbered from page *Sept08:1-Sept08:28*.

1. Meeting Call to Order.

Howard Wilson, PCAE Board Chair, called the meeting to order at 3:06 pm.

2. Roll Call and Introductions, and brief update on October 9 out-state meeting in Moorhead.

Members Present: Peter Adolphson, Denis Biagini, Margaret “Maggie” DiBlasio, Ardythe “Ardie” Gallant, Penny Johnson, Roberta Jones, Virginia Katz, Susan “Sue” Mackert, Alex Plechash, Dorothy Suomala, Howard Wilson and KaiMay Yuen-Terry.

Excused: Bari Amadio and Sonja Peterson.

Guests Present: Students: Carson LaFont, Daniel Lebowitz, Frank Licari. Staff: (from PDR:) Diane Aldis, Mike Hiatt; (from Administration:) Deb Ambright, Nathan Davis, Nedra Fitzloff-Meyer, Steve Greenberg (from AHS:) Alice Woog.

Executive Director Nathan Davis and Board member Dorothy Suomala talked about plans for the upcoming October 9 Board meeting in Moorhead. Barbara Cox and Nyssa Brown of PCAE’s PDR group are helping, as they have worked with Moorhead groups through PDR.

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

Motion by: A. Pechash to approve agenda for this meeting.

Seconded by: S. Mackert.

Verbal Vote: passed unanimously.

4. **For Action:** Call for approval of the minutes from the August 14, 2008 Board meeting.

Motion by: D. Suomala to approve minutes from August 14, 2008 with modifying text for Finance agenda item as indicated in a handout distributed by S. Greenberg (pages *Sept08:1-Sept08:2*).

Seconded by: M. DiBlasio.

Verbal Vote: passed unanimously.

5. **For Information:** Finance Report presented in expanded quarterly format, then call for approval of Report.

D. Ambright distributed the September Board finance report *Financial as of September 5, 2008* (pages *Sept08:3-Sept08:16*).

Motion by: Finance Committee to approve September Finance Report as submitted.

Seconded by: D. Biagini.

Verbal Vote: passed unanimously.

6. **For Information:** Arts High School update.

An agenda/outline for this update is on page 9 of the Board booklet for this month.

In her report, Arts High School Director Alice Woog mentioned:

1. Carlo Galeazzi has been hired as Assistant to the AHS Director.
2. AHS is in the process of finding a chemical dependency counselor.
3. The *Parent Portal*, a way for parents and guardians to access information about their students at AHS, will be ready for use soon.
4. There was an open house for parents of AHS students on Friday, September 5. Around 140-150 parents attended.
5. AHS admissions administration is planning to hold a number of “introduction to AHS” meetings/gatherings across the state in the next weeks.
6. Woog mentioned the AHS Site Improvement Team, comprised of representatives from AHS staff and faculty, and referred those present to a multi-page report on the organization and work of the Team. Executive Assistant S. Greenberg will mail (via USPS) the reports to Board members after the meeting.

7. **For Action:** Board decision on whether to recite or waive recitation of the Pledge of Allegiance in AHS for the 2008-09 school year.

Board Chair H. Wilson initiated the discussion on this topic with comments on procedure and on what the State was asking of the Board in this decision. This was followed by opinions and procedural statements from Board members A. Plechash, K. Yuen-Terry, D. Suomala, R. Jones, D. Biagini, V. Katz and A. Gallant, and from AHS Director A. Woog and Executive Director N. Davis.

Procedural: Wilson asked that ballots be distributed, one per Board member present, in order to have a secret vote on this item.

Motion by: A. Plechash to keep (and not waive) the state statute to publicly recite the Pledge of Allegiance at AHS once per week.

Seconded by: D. Biagini.

Secret Ballot: V. Katz and D. Suomala counted the ballots; there were six to waive the requirement, and six not to waive. Katz explained that with a tie vote, Robert’s Rules instructs organizations maintain whatever status quo has already been put into place. In this case, the Pledge

was recited once per week publicly in AHS during the previous school year, 2007-2008, so that practice carries over to the current, 2008-2009, school year.

- 7A. **For Action:** Board members noted that the time was already close to 4:30 pm and interjected this action item.

Motion by: R. Jones to move item #10 of the agenda to now (before item #8).

Seconded by: A. Plechash.

Verbal Vote: passed unanimously.

10. **For Information:** Public Comment at approximately 4:30.

AHS student D. Lebowitz invited Board members to the first Student Council meeting of the school year, at 9:30 am on Monday, September 13.

8. **For Information:** Executive Director's Report, including Strategic Planning update.

N. Davis distributed the following handouts at this time:

1. *Executive Director's Report for September 11, 2008 PCAE Board Meeting* (pages *Sept08:17-Sept08:18*).
2. An index of new agency policies created by N. Fitzloff-Meyer to bring State statutes, requirements and guidelines into formal practice at PCAE (page *Sept08:19*). In many cases, Fitzloff-Meyer was able to use similar policies from other State agencies as templates as she modified them to fit PCAE's particular organizational needs and environment.
 - a. A question came up during Fitzloff-Meyer's presentation. Davis will check with the office of the Attorney General as to whether the PCAE Board of Directors must review agency policies (new, modified, or deleted) for approval to implement the changes.
3. *Perpich Center for Arts Education Agency Profile* (pages *Sept08:20-Sept08:24*). This document will be submitted to the Center's Executive Budget Officer, and she will submit it to the Governor's office along with PCAE's budget for the 2010-2011 biennium.
4. *Strategic Planning Process Update* (pages *Sept08:25-Sept08:28*).
 - a. Davis pointed out that PCAE directors, in working on the Strategic Plan, started out with 36 specific tactics in response to the Board's 11 End Statements, and has been able to then condense those 36 into six tactics.

9. **For Information:** Update on October 9 Board meeting in Moorhead.

S. Greenberg mentioned that he would soon be asking members for their rooming plans around the October 9 Board meeting in Moorhead in order to meet the deadline set by the hotel on receiving the reservation from PCAE for rooms at the government discounted rate of \$70.

11. **For Information +/-or Action:** Update from Board Development Committee (BDC) on setting guidelines for what constitutes State (Perpich) business activities that are eligible for *per diem* payments to Board members.

At the October Board meeting, BDC will propose a bylaw amendment to implement guidelines for making *per diem* payments to Board members. The criterion suggested at BDC's meeting (immediately before this Board meeting) was whether the activity is identified as a Board activity or whether it is an activity that is chosen by the individual. The following list reflects the progress made by BDC at their meeting—Committee Chair V. Katz will do some research to find out what other agencies do to stipulate *per diem* eligibility:

Eligible for *per diem* payment:

1. Participating in a full Board or committee meeting via conference call from home or office.
2. Serving as a commencement speaker at an AHS graduation ceremony.
3. Serving as a panel member reviewing grant applications for PDR.

Ineligible for *per diem* payment:

1. Visiting with legislators as part of a lobbying effort in St. Paul.
2. Speaking at a function as a representative of the Board.
3. Attending an AHS graduation ceremony.
4. Attending a PCAE-related social event (such as the Foundation's Gala).
5. Visiting the agency (AHS, PDR, Library) to broaden one's own understanding of work done by the agency.
6. Other?

12. **For Information +/-or Action:** Update from Board Development Committee on implementation plan for item #2 under *Governance* in the End Statements for Strategic Planning: *The PCAE Board and administration will clarify and articulate their governance and administrative practices to all internal and external stakeholders.*

1. Desire to ensure that staff understand Carver model: At an AHS faculty meeting in the near future, H. Wilson will present information for all PCAE faculty and staff on the Carver model of governance.
2. BDC is considering posting a statement that addresses how the Board operates, what it does, and its procedures and policies. Maybe post it on a web site along with photos of Board members.
3. Board has historically operated without a budget for its own expenses (have used administration's operating funds account). Would like to create a budget and track expenses.

13. **For Information:** Update from Board Development Committee on ways to increase communication of Board news and information to stakeholders.

H. Wilson will edit the draft Board newsletter distributed to the Board at its August 14 meeting. Wilson will then submit the document to A. Gallant who will re-format the newsletter focusing on readability and aesthetics.

14. Adjournment at 5:37 pm.

Motion by: K. Yuen-Terry to adjourn.

Seconded by: P. Johnson.

Verbal Vote: passed unanimously.

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Perpich Center for Arts Education (PCAE)

**Board of Directors
Board Meeting Minutes
for October 9, 2008**

**11:00 AM in the Board Room of the Probstfield
(Moorhead School District) Building**

Note: Handouts from the October 9 meeting that are included in the permanent, public record, may be found in the *2008 Board Meetings* binder, behind: (1) the *October Board Booklet* (materials snail-mailed to Board members in preparation for the October Board meeting), and (2) these October 9 minutes (once approved by the Board at their November 13, 2008 meeting). The handouts will be numbered from page *Oct08:1-Oct08:4*.

1. Meeting Call to Order.

Howard Wilson, PCAE Board Chair, called the meeting to order at 11:02 am.

2. Roll Call and Introductions.

Members Present: Ardythe “Ardie” Gallant, Virginia Katz, Susan “Sue” Mackert, Alex Plechash, Dorothy Suomala and Howard Wilson.

Excused: Bari Amadio, Peter Adolphson, Denis Biagini, Margaret “Maggie” DiBlasio, Penny Johnson, Roberta Jones, Sonja Peterson and KaiMay Yuen-Terry.

Guests Present: Staff: (from PDR:) Nyssa Brown, Barbara Cox and Michael Hiatt; (from Administration:) Nathan Davis; School Superintendents from Moorhead Area: Randy Bruer from Dilworth-Glyndon-Felton Schools and Lynne Kovash from Moorhead School District.

Board Chair H. Wilson thanked D. Suomala for her leadership role in organizing the meeting and forum. Logistics of the day were discussed including the forum scheduled from 1-5 pm following the business meeting and lunch.

Board members acknowledged that a quorum did not exist for the meeting (six present out of 14 Board members). Therefore, all votes would procedurally be “temporary approvals,” to be ratified at the next board meeting

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

Motion by: S. Mackert to approve agenda for this meeting with the addition of one item: “6A, **For Discussion:** *Criteria for Board approval of new policies.*”

Seconded by: V. Katz.

Verbal Vote: passed unanimously.

4. **For Action:** Call for approval of the minutes from the September 11, 2008 Board meeting.

Consensus of Members Present: to postpone approval until November meeting due to lack of quorum, and to check the accuracy of the tabulation of the secret ballot vote on the Pledge of Allegiance that took place at the September 11 meeting.

5. **For Information:** Executive Director's Report, including Strategic Planning update.

N. Davis distributed his report for October at this time.

- Exec Director's Report for October 9, 2008 Board Meeting (page *Oct08:1*).
- Arts High School (AHS) Report (page *Oct08:2-4*).

6. **For Action:** PDR requests approval from the Board to fund four schools in the pARTner Schools program for FY 2009 (pages 7-12 in Board booklet).

Motion by: A. Plechash to approve PCAE (PDR) funding of \$30,000 to each of these three recipients: Elk River High School, Thief River Falls Lincoln High School and Westbrook-Walnut Grove Public Schools, and \$18,000 to Albert Lea Public Schools for the FY 2009 pARTner Schools Program—a total of \$108,000.

Seconded by: A. Gallant. **Verbal Vote:** unanimous temporary approval.

Hiatt recommended that PDR and the Board review the pARTner Schools Program for FY 2010.

7. **For Discussion:** Criteria for Board approval of new policies.

Board members discussed the relevance of obtaining Board approval for new Center policies, when the policies relate to compliance that is required by the State. Consensus of those present is that new Center policies need approval only when they pertain to Center activities that are not mandated by State statute.

8. **For Discussion:** Public Comment at approximately 1:30.

Kathy Larson-Carlson, a visual arts teacher in Moorhead schools, asked when the position formally held by Dave Beaman would be filled. Chair Wilson outlined the process through which the Center delegates responsibility for decisions to the Executive Director. Executive Director Davis said the position in PCAE's Professional Development & Research group for visual arts outreach has been thoroughly reviewed by administrative staff, and that the Center expected to post it next week.

9. Adjournment at 12:20 pm by Board Chair H. Wilson.

Motion by: D. Suomala to adjourn.

Seconded by: A. Gallant. **Verbal Vote:** passed unanimously.

Perpich Center for Arts Education (PCAE)

Board of Directors
Board Meeting Minutes
for November 13, 2008

3:00 PM in the Glassbox Conference Room of the PDR (GAIA) Building

Note: Handouts from the November 13 meeting that are included in the permanent, public record, may be found in the *2008 Board Meetings* binder, behind: (1) the *November Board Booklet* (materials snail-mailed to board members in preparation for the November Board meeting), and (2) these November 13 minutes (once approved by the Board at their December 11, 2008 meeting. The handouts will be numbered from page *Nov08:1-Nov08:115*.

1. Meeting Call to Order.

Howard Wilson, PCAE Board Chair, called the meeting to order at 3:07 pm.

2. Roll Call and Introductions.

Members Present: Peter Adolphson, Bari Amadio, Denis Biagini, Margaret “Maggie” DiBlasio, Ardythe “Ardie” Gallant, Penny Johnson, Roberta Jones, Virginia Katz, Susan “Sue” Mackert, Sonja Peterson, Alex Plechash, Dorothy Suomala, Howard Wilson and KaiMay Yuen-Terry.

Excused: none.

Guests Present: Students: Carson LaFont, Daniel Lebowitz, Michael McConnell. Staff: (from PDR:) Diane Aldis, Barbara Cox, Mike Hiatt; (from Administration:) Nathan Davis, Nedra Fitzloff-Meyer, Steve Greenberg, Valerie Osborn (from AHS:) Alice Woog.

Dorothy Suomala thanked those who helped coordinate the October meeting in Moorhead, and those who attended. She is still getting accolades from local people who attended the forum that followed the Board meeting and lunch.

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 these changes:

- Add new item 5A: **For Information:** *Report on recount of ballots from the vote on the Pledge of Allegiance* (agenda item #5 from September meeting).
- Add new item 8A: **For Information:** *Finance Report for November 2008 Board meeting.*
- Insert new item 6: **For Information:** *Approval of contract with SmART (Small Agency Resource Team).*
- With insertion of new item 6, existing items 6-12 become 7-13.

Seconded by: S. Mackert.

Verbal Vote: passed unanimously.

4. **For Action:** Call for approval of the minutes from the September 11, 2008 Board meeting.

Motion by: A. Plechash to approve minutes as submitted for 09/11/08 Board meeting.

Seconded by: B. Amadio.

Verbal Vote: passed unanimously.

5. **For Action:** Call for approval of the minutes from the October 9, 2008 Board meeting.

Motion by: D. Suomala to approve minutes as submitted for 10/09/08 Board meeting.

Seconded by: S. Mackert.

Verbal Vote: passed unanimously.

- 5A. **For Information:** Report on recount of ballots from the vote on the Pledge of Allegiance (agenda item #5 from September 11, 2008 Board meeting).

V. Katz reported that she and D. Suomala recounted the ballots when they were both onsite attending a meeting of the Legislative Audit Task Force on October 16. (Katz and Suomala counted the ballots at the September 11 Board meeting.)

On September 11, they counted six votes for waiving recitation of the Pledge, and six votes opposed to waiving. However, two of the 12 ballots counted were blank. So, the corrected count is five for and five opposed, with two abstentions.

6. **For Action:** Request for approval of contract for the State of Minnesota's Small Agency Resource Team (SmART) to work with PCAE up to a two-year period, to begin Dec. 2008.

Motion by: S. Mackert to approve the Board of Directors of PCAE entering into an agreement to establish a partnership with SmART according to the contract negotiated with SmART.

Details and Highlights of Discussion at Meeting

- a. The concern with the findings of the Legislative Audit for fiscal 2004 through fiscal 2007 stems from three central factors:
 - i. The number of findings (17) is high for an agency the size of PCAE.
 - ii. Three findings are carry-overs from the previous audit.
 - iii. Findings concern financial controls.
- b. Contract Costs:
 - i. \$150K during Year #1 (the remainder of FY 2009; i.e. Dec. 2008 through June 2009) includes SmART bringing in three FTEs to work with PCAE administration.
 - ii. \$100K during Year #2 for possibly two FTEs.
 - iii. The total is \$250K, with a ceiling of \$265K.

- c. The SmART supervisor will report to the PCAE Board of Directors.
- d. Finance Committee and Perpich financial administration will meet before the December 11 Board meeting to identify source(s) for funding this project; Board Chair Wilson will attend the meeting. Finance Committee will bring their recommendation to the December full Board meeting.
- e. Another focus of the work to respond to the findings of the Audit is to be in contact with Minnesota legislators to speak to legislative concerns, communicate the progress being made in response to the Audit, and highlight the important education and programming that continues to take place at the Center.

Legislative Liaison Committee will meet before December Board meeting to plan a strategy for the upcoming 2009 Legislative Session (begins January 6).
- f. Staff will attend mandatory training sessions focused on compliance with State statutes and Perpich policies.

Question Called by: V. Katz.

Seconded by: P. Johnson.

Verbal Vote: passed unanimously.

7. **For Action:** PDR requests approval from the Board to fund four schools in the pARTner Schools program for FY 2009 (re-submitted for approval from October 9 meeting because a quorum was not present).

Motion by: P. Adolphson to fund as requested by PDR:

<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	<u>\$30,000.00</u>
Total Recommended Funding:	\$ 108,000.00

Seconded by: S. Mackert.

Verbal Vote: passed unanimously.

8. **For Action:** The office of the Executive Director requests approval for 25 policies for the Center that are either new or modifications of already-existing ones (pages *Nov08:1-Nov08:50*). The handout distributed at the November 13 meeting was over 250 pages—a condensed version including just the first page and part of the last page of each policy is included in the 2008 Board Binder, while the complete handout is in the Board files in the Center’s executive offices).

- Due to the amount of information, this agenda item was tabled to provide each Board member the opportunity to review the policies by the December 11 Board meeting.
- N. Fitzloff-Meyer will email an index page of the 25 policies to Board members.
- Request for approval of the policies will be on December 11 agenda.

- Future policies that are submitted for Board approval will include just the first two pages of each policy for Board member review [the first two pages of each policy usually list *Authority* (the governmental statutes and guidelines that require the policy and upon which the policy is based), *Purpose*, *Applicability*, a summary of the *Policy*, *Definitions* and *Procedures*].

8A. **For Information:** Finance Report for November Board meeting.

Although the short-format report has traditionally been for information (and no action), a vote for approval took place.

Motion by: D. Biagini to approve the Finance Report for this meeting.

Seconded by: P. Adolphson. **Verbal Vote:** passed unanimously.

9. **For Information:** Public Comment at approximately 4:30.

Nobody present wished to speak at this time.

10. **For Information:** Executive Director's Report, including Strategic Planning update.

Executive Director N. Davis distributed the following handouts at this time:

- Executive Director's Report for November 13, 2008 PCAE Board Meeting* (pages Nov08:51-Nov08:56).
- DRAFT of *Perpich Center for Arts Education Strategic Planning Packet* (pages Nov08:57-Nov08:69).
- PCAE Communications Strategy* (pages Nov08:71-Nov08:72).
- Arts High School Report* from AHS Director A. Woog (pages Nov08:73-Nov08:74).

Highlights of information added or comments made at meeting:

- S. Peterson recommended that the finance report should include a balance sheet. Finance Committee will look into this.
- The Minnesota constitutional amendment directing more tax money to the arts passed on November 4, 2008.

11. **For Information:** Report on Compliance and Resolution of issues identified in the Legislative Audit Report for the Center, 2003-2007.

- Administrative Management Director N. Fitzloff-Meyer distributed a number of documents comprising her report on the status of Compliance and Resolution of issues identified in the recent Legislative Audit:
 - Legislative Audit Update* (pages Nov08:75-Nov08:77).
 - Administrative Policy 103.28: Fixed Asset Management* (Nov08:79-Nov08:89).

- iii. *Stolen, Lost, Damaged or Recovered Property Reports* dated 10/24/08 and 10/23/08 (Nov08:91-Nov08:96).
 - iv. *Minnesota Records Retention Schedule* for PCAE procedural and personnel-related documents (Nov08:97-Nov08:107).
 - v. *Statewide Accounting Records Retention Schedule* for PCAE financial documents (Nov08:109-Nov08:115).
- b. R. Jones noted that the State could perform a programmatic audit of the Center at some point in the future, and suggested that it would be appropriate for PCAE to address auditing Center programs prior to the State's doing so.
 - c. In the attachment to the Legislative Audit update *Stolen, Lost, Damaged or Recovered Property Report*, the loss of a campus master key (during the period audited) is reported. N. Fitzloff-Meyer will add to the report that the campus has been re-keyed since the loss was discovered.

12. **For Information +/-or Action:** Board Development Committee (BDC) Report.

- a. BDC Chair V. Katz distributed *Agenda Items for the Board Development Meeting and full Board meeting on November 13, 2008* (pages Nov08:51?-Nov08:56?). The document offers:
- b. Guidelines for when Board members should receive *per diem* payments for PCAE-related business and activities:

The Board of Directors of the Perpich Center for Arts Education authorizes the payment of the \$55. *per diem* for the following activities:

- 1) Participating in a full Board meeting or Board committee or task force meeting in person or via electronic means from home or office;
- 2) Serving as a panel member reviewing grant applications for the PDR Division of PCAE;
- 3) Serving as a commencement speaker at the Arts High School graduation ceremony;
- 4) Meeting with legislators or other state officials on official PCAE business at the request of the Board chair, directly or through a committee chair;
- 5) Meeting with PCAE staff at the request of the Board chair.

Any requests for a *per diem* payment not covered by the above five situations must be approved by the full Board.

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- c. A bylaws amendment to reinstate the Board Executive Committee:

Article III, Section 3.3, Standing Committees, (f) Executive Committee:

The Executive Committee shall consist of the Chair and Vice Chair of the Board and the chairs of the Personnel, Budget and Finance, and Board Development Committees.

The Chair may call a meeting of the Executive Committee at her/his discretion. Any actions taken by the Executive Committee must subsequently be presented to the next available full Board meeting for approval. While awaiting a full Board vote, any action of the Executive Committee shall be in force.

- d. At its next meeting, BDC will consider bringing the above two recommendations to the full Board for decisions on *per diem* payments and reinstating the Executive Committee. The *Agenda Items* document distributed at this November 11 meeting constitutes the first reading for both items. If, at its next meeting, BDC decides to make recommendations as delineated in the *Agenda Items* document, voting may take place at the December 11 Board meeting.

13. Adjournment at 5:39 pm.

Motion by: A. Gallant to adjourn.

Seconded by: P. Adolphson.

Verbal Vote: passed unanimously.

Perpich Center for Arts Education (PCAE)

Board of Directors
Board Meeting Minutes
for December 11, 2008

3:00 PM in the Glassbox Conference Room of the PDR (GAIA) Building

Note: Handouts from the December 11 meeting that are included in the permanent, public record, may be found in the *2008 Board Meetings* binder, behind: (1) the *December Board Booklet* (materials snail-mailed to board members in preparation for the December Board meeting), and (2) these December 11 minutes (once approved by the Board at their January 8, 2009 meeting. The handouts will be numbered from page *Dec08:1-Dec08:6*.

1. Meeting called to order at 3:04 PM by Board Chair Howard Wilson.

2. Roll Call and Introductions.

Members Present: Peter Adolphson, Bari Amadio, Denis Biagini, Margaret “Maggie” DiBlasio, Ardythe “Ardie” Gallant, Penny Johnson, Roberta Jones, Virginia Katz, Susan “Sue” Mackert, Sonja Peterson, Alex Plechash, Dorothy Suomala, Howard Wilson and KaiMay Yuen-Terry.

Excused: none.

Guests Present: **PCAE Staff:** (from PDR:) Diane Aldis, Barbara Cox, Mike Hiatt. (from Administration:) Debra Ambright, Nathan Davis, Nedra Fitzloff-Meyer, Steve Greenberg, Valerie Osborn, Pam Paulson. (from AHS:) Bev DeVos, Mary Pietruszewski, Alice Woog. **From SmART (Small Agency Resource Team):** Pete Maurer, Kellie McNamara. **Representing the Office of the Attorney General:** Attorney Cindy L. Davis. **From Byron & Fredrikson, P.A.:** Lobbyist Shep Harris.

3. **For Action:** Call for modifications to the agenda for December 11 meeting, followed by request for approval of agenda.

Motion by: S. Mackert to approve agenda for the meeting.

Seconded by: B. Amadio.

Verbal Vote: passed unanimously.

4. **For Action:** Call for approval of the minutes from the November 13, 2008 Board meeting.

Motion by: P. Johnson to approve minutes for 11/13/08 Board meeting with one correction: *For item 6c at top of page 3, change who to will.*

Seconded by: A. Gallant.

Verbal Vote: passed unanimously.

5. **For Action:** Request that the PCAE Board sign an updated version of PCAE's 403(b) Plan for employees.

The IRS made some changes in July 2008 to the administration of company 403(b) plans for employees. All employers that have employees with 403(b)'s are obligated to implement these changes by 01/01/09 to be compliant with the IRS changes. PCAE currently has seven employees who have 403(b) plans.

By the 01/01/09 deadline, the options available to PCAE are:

1. Implement the changes,
2. Terminate the program, or
3. Temporarily freeze the program until Perpich administration and the Board have had the time to consider the IRS changes and decide what to do.

Motion by: A. Plechash to temporarily suspend contributions by each employee to her/his 403(b) account to allow ample opportunity for the Board to act:

1. The Board's Executive Committee would explore the issue and bring a recommendation to the full Board for a decision.
2. As Chair of the Board's Budget & Finance Committee, A. Plechash would be the signer on any related agreement/form.

Seconded by: K. Yuen-Terry.

Verbal Vote: passed unanimously.

6. **For Information +/-or Action:** Discuss holding a second out-state Board meeting for this fiscal year, possibly in the spring of 2009 in Rochester.

At the August 2008 Board meeting, the Board chose Moorhead in October as the location and monthly meeting for their annual out-state meeting. During the same discussion, the idea to have a second out-state meeting for this fiscal year was mentioned, noting that springtime in Rochester (March or April) would be ideal. Adding a second out-state meeting in a fiscal year would support the End Statement from the Center's Strategic Plan that states *PCAE will maximize public awareness of the agency and its mission throughout the state of Minnesota.*

Motion by: V. Katz to forego a second out-state meeting for FY 2009 to keep Board expenditures down, and to hold the FY 2010 out-state meeting in Rochester in October 2009.

Seconded by: R. Jones.

Verbal Vote: passed unanimously.

7. **For Action:** Fill the one-year-term position on the Board's Nominating Committee vacated by Bob Brandt on 06/30/2008. [The slate for the "calendar" 2009 (02/2009 thru 01/2010) Board chair and vice-chair will be presented at the Jan. 2009 meeting; vote will take place in Feb. 2009.]

V. Katz nominated S. Peterson to fill the vacancy on Nominating Committee.

9. **For Information:** Report on Compliance and Resolution of issues identified in the Legislative Audit Report for the Center, 2003-2007.

N. Fitzloff-Meyers referenced her multi-page report that was in the Board booklet/ mailing for this December 2008 meeting.

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

At this time, Executive Director N. Davis distributed the *Executive Director's Report for December 11, 2008 PCAE Board Meeting* (pages Dec08:1-Dec08:3).

Highlights of information added or comments made at meeting:

- a. Besides the planned December 29, 2008 date for staff training for policies relating to the legislative audit, a second session will be planned for any staff that miss the 12/29 date.
- b. Staff from SmART (Small Agency Resource Team) and the MN Department of Administration will deliver the trainings.
- c. The RFP (request for proposals) that was posted the week of 12/08/08 for a contractor to coordinate visual arts outreach, is to contract with someone to fulfill some of the duties that were part of the as-yet-unfilled position that PDR's Dave Beaman vacated when he retired in June 2008.
- d. Sr. Director of Policy Pam Paulson is working on final report due to McKnight Foundation at the end of the 5-year, \$2 million grant McKnight awarded to PDR.

- 10A. **For Action:** (This agenda item was interjected at this point during the meeting.)

Motion by: S. Mackert to change agenda item #14, *Legislative Liaison Committee report*, to #11 so it could be processed earlier, before presenter and lobbyist Shep Harris had to leave for another appointment. With this change, items that were originally #11-13 would become #12-14.

Seconded by: B. Amadio.

Verbal Vote: passed unanimously.

12. **For Information +/-or Action:** Legislative Liaison Committee report.

PCAE's Day at the Capitol is set for Monday, February 9, 2009.

Motion by: P. Adolphson to change the date of the February Board meeting from Thursday, February 12, to Monday, February 9 (PCAE's Day at the Capitol), and to hold it in a room located in the State Capitol complex.

Seconded by: D. Suomala.

Verbal Vote: passed unanimously.

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Highlights of information added or comments made at meeting:

- a. Shep Harris is a lobbyist from the Government Relations department of Fredrikson & Byron, P.A. He started a year ago performing *pro bono* work for the PCAE Foundation, and will do so for a total of two years.
- b. In connection to the recent amendment to the state constitution (approved by MN voters on November 4; raises state sales tax by three-eighths of a percent beginning July 2009 and will raise about \$275 million per year; for 25 years this money will fund clean water, the outdoors and the arts):
 - i. “The arts” refers to arts education, access to the arts, and art.
 - ii. Funds from this amendment won’t be disbursed until FY 2010.
 - iii. Perpich Day at the Capitol (Monday, February 9, 2009) will be an ideal time for members of the Board’s Legislative Liaison Committee and others to meet with legislators in order to influence them to earmark funds from this amendment to PCAE. Harris would like to meet with these people for briefing before they meet with legislators.
 - iv. S. Mackert—a PCAE Board member and also a current member and past Chair of the Perpich Foundation—thanked Harris for his work.

12. **For Information:** Public Comment at approximately 4:30.

Nobody present wished to speak at this time.

13. **For Information +/or Action:** Board Development Committee (BDC) Report.

BDC distributed updated versions of the two bylaws amendments that were distributed at the November 13, 2008 meeting (pages *Dec08:5-Dec08:6*; distribution on November 13 constituted the first reading):

Proposed Bylaw Amendment #1

Motion by: BDC to replace current *Article II, Section 2.3, (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.

With the following *Article II, Section 2.3 (b)* [the modification made by BDC to the version distributed at November 13 meeting before this December 11 full Board meeting is in blue]:

The Board of Directors ~~of the Perpich Center for Arts Education~~ authorizes the payment ~~to its Board members~~ of the ~~\$55- per diem~~ payment specified in the applicable Minnesota statute (currently \$55) for the following activities:

- 1) Participating in a full Board meeting or Board committee or task force meeting in person or via electronic means from home or office.

To qualify for payment, participation via electronic means must be two hours or more.

- 2) Serving as a panel member reviewing grant applications for the PDR Division of PCAE.
- 3) Serving as a commencement speaker at the Arts High School graduation ceremony;
- 4) Meeting with legislators or other state officials on official PCAE business at the request of the Board chair, directly or through a committee chair.
- 5) Meeting with PCAE staff at the request of the Board chair.

Any requests for a *per diem* payment not covered by the above five situations must be approved by the full Board. (NOTE: Board members attending the meeting of another state agency which authorizes the payment of the *per diem* on the same day as a PCAE meeting, can only receive payment for one meeting. Board members who are employees of the State of Minnesota cannot receive *per diem* payments.)

The following friendly amendment to the motion was proposed by A. Plechash and accepted by BDC:

Change the second sentence in point #1 above from:

To qualify for payment, participation via electronic means must be two hours or more.

to:

To qualify for payment, participation via electronic means must be for the duration of the entire meeting.

Question

called by: S. Peterson.

Seconded by: A. Plechash.

Verbal Vote: passed unanimously.

Proposed Bylaw Amendment #2

Motion by: BDC to reinstate the Executive Committee by adding *Article III, Section 3.3, Standing Committees, (g) Executive Committee*:

The Executive Committee shall consist of the Chair and Vice Chair of the Board and the chairs of the Personnel, Budget and Finance, Board Development and Legislative Liaison Committees.

The Chair may call a meeting of the Executive Committee at her/his discretion. Any actions taken by the Executive Committee must subsequently be presented at the next available full Board meeting for approval. While awaiting a full Board vote, any action of the Executive Committee shall be in force.

Seconded by: M. DiBlasio.

Verbal Vote: passed unanimously.

14. **For Information:** Finance Report for December 2008 Board meeting and Finance Committee recommendation to Board for balancing the 2009 PCAE Budget.

Committee Chair A. Plechash explained that Budget and Finance Committee does not yet have any modifications to submit for the PCAE budget because everyone is waiting to see if Governor T. Pawlenty will require a 10% cut in all agency budgets.

15. Adjournment at 5:05 pm.

Motion by: P. Adolphson to adjourn.

Seconded by: V. Katz.

Verbal Vote: passed unanimously.

Perpich Center for Arts Education (PCAE)

Board of Directors
Board Meeting Minutes
for January 8, 2009

3:00 PM in the Glassbox Conference Room of the PDR (GAIA) Building

Note: Handouts from the January 8 meeting that are included in the permanent, public record, may be found in the *2009 Board Meetings* binder, behind: (1) the *January Board Booklet* (materials snail-mailed to board members in preparation for the January Board meeting), and (2) these January 8 minutes (once approved by the Board at their February 9, 2009 meeting). The handouts will be numbered from page *Jan09:1-Jan09:27*.

1. Meeting Call to Order.

Board Chair Howard Wilson called the meeting to order at 3:07 pm.

2. Roll Call and Introductions.

Members Present: Peter Adolphson, Bari Amadio, Denis Biagini, Margaret “Maggie” DiBlasio, Ardythe “Ardie” Gallant, Penny Johnson, Roberta Jones, Virginia Katz, Susan “Sue” Mackert, Alex Plechash, Howard Wilson and KaiMay Yuen-Terry.

Excused: Sonja Peterson and Dorothy Suomala.

Guests Present: Students: (Class of 2000:) Visual Arts Alumnus Lauren DeLand; **(Class of 2009:)** Visual Arts Student Olivia Nielsen.

Staff: (from PDR:) Dance & Theater Education Coordinator Diane Aldis, PDR Director Mike Hiatt; **(from Administration:)** Executive Director Nathan Davis, Administrative Management Director Nedra Fitzloff-Meyer, Executive Assistant Steve Greenberg, Sr. Director of Policy Pam Paulson; **(from AHS:)** Art History Instructor Craig Farmer, AHS Director Alice Woog.

Non-PCAe State of MN Staff: (from Small Agency Resource Team (SmART):) Financial Management Director Lenora Madigan, Accounting Director Peter “Pete” Maurer, Personnel Services Manager Susan “Sue” Wickham; **(from MN Management & Budget Department:)** Assistant State Negotiator Carolyn Trevis.

3. **Declare Executive (Closed) Session.**

Board Chair H. Wilson declared an executive (closed) session at 3:15 pm. Assistant State Negotiator Carolyn Trevis from the Minnesota Management & Budget department and Accounting Director Pete Maurer from SmART were present to respond to questions. SmART consultants Director of Financial Management Lenora Madigan and Personnel Services Manager Sue Wickham, and PCAE staff Executive Director Nathan Davis and Exec. Assistant Steve Greenberg were also present.

The agenda for the session was to discuss:

1. The requirements of PCAE labor contracts with regard to layoffs in response to the need for budget cuts, and
2. The specific positions to be eliminated immediately to meet the budget crisis.

Motion by: A. Plechash to support changed employment status of employees as follows:

1. Office and Administrative Principal
2. Information Tech. Specialist I (reduction to .5 and seasonal)
3. Audio Visual Educ. Specialist (reduction to .75 and seasonal)
4. Education Specialist 1
5. Education Specialist 2 (reduction to .80 from .91)
6. Library/Info. Res. Serv. Specialist (reduction to .5)

Seconded by: S. Mackert. **Verbal Vote:** Passed unanimously.

The executive session ended at 4:36 pm.

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

Motion by: B. Amadio to approve the agenda for this meeting with the following changes:

1. Since the time was slightly past 4:30 pm, move item #8: **For Information:** *Open Comment* to item #6.
2. To accommodate Arts High School staff and students who were there to present, move original item #6: **For Information:** *Presentation by the Board Nominating Committee of candidates for Board Chair and Co-chair...* to #8.
3. Change item #10: **For Discussion:** *Communications position* to **For Discussion:** *Communications and Finance positions.*

Seconded by: P. Adolphson. **Verbal Vote:** Passed unanimously.

5. **For Action:** Call for approval of the minutes from the December 11, 2008 Board meeting.

Motion by: V. Katz to approve the minutes for the 12/11/08 meeting as submitted.

Seconded by: A. Plechash **Verbal Vote:** Passed unanimously.

6. **For Information:** Public comment at approximately 4:30 pm.

Nobody present wished to speak at this time.

7. **For Information:** Arts High School update.

Highlights of AHS Update:

1. AHS Director A. Woog distributed a draft/almost-finished version of the January 2009 *Connections* AHS newsletter. Board members are looking forward to receiving their copy, and requested that the finished issue be delivered to them as an e-mail attachment.
2. AHS art history instructor Craig Farmer prepared a presentation of his arts history area for the Board. It included presentations by 2000 alumnus Lauren DeLand and current high school senior Olivia Nielsen.

DeLand spoke about the art history Ph.D. program she is taking at the University of Minnesota, and praised Farmer's non-linear/non-canonical approach to teaching art history—his methods are cross-cultural and non-chronological. The year Lauren was admitted (entering as an M.A. student), she was one of five people admitted out of 21 applicants.

Olivia Nielsen presented some of her work depicting World War II history through textiles that were created during that period.

Farmer mentioned teaching and speaking engagements he's had in area colleges and universities, and other projects he's currently pursuing.

All present applauded at the end of each of the three presentations.

8. **For Information:** Presentation by the Board's Nomination Committee of candidates for Board Chair and Co-chair. Voting by secret ballot will take place at the February monthly Board meeting, and those elected at that meeting will serve from adjournment of the February 2009 meeting through adjournment of the February 2010 meeting.

Before D. Biagini presented the nominees to the Board, H. Wilson indicated that he would not reapply for a second term (his first term expired on 01/05/09). He expressed gratitude to have had the opportunity to work with such a fine group of people and wished them continued success in their work.

R. Jones praised Wilson saying that he "...has been instrumental in bringing consensus within the Board." In response to Wilson and Jones's remarks, the Board applauded.

In committee chair S. Peterson's absence, D. Biagini presented the slate and distributed a page with a brief bio about each of the two candidates (*Jan09:1*).

The nominees for the February 2009 slate are:

- Sue Mackert for Board Chair.
- Maggie DiBlasio for Board Co-chair.

For the February meeting, a ballot will be given to each Board member present. The nominees will be on each ballot, and there will be a space with each of the two

positions listed to write-in a name if someone so desires.

Wilson thanked the three members of the Nominating Committee—Denis Biagini, Sonja Peterson and Alex Plechash—for their work on behalf of the Board’s upcoming election.

9. **For Action:** Make final decision on the date of PCAE’s Day at the Capitol and the monthly Board meeting.

Some members have expressed concern that Perpich’s Day at the Capitol, planned at the December 2008 meeting to be on February 9, might be less poignant since a much larger constituency—Duluth and St. Louis County—have also scheduled their Day at the Capitol for February 9.

N. Davis distributed a sheet showing other dates that would fit PCAE’s schedule (page *Jan09:2*), and indicating which other groups had already reserved the Capitol Rotunda for each possible date. Board members took into consideration that PCAE would have to reserve the Rotunda for an afternoon since the other groups had scheduled for the prime, mid-day hours, and also considered that there would always be more than one group scheduled on each day and even simultaneously.

There was consensus to keep the February 9 date, and no motion or vote was necessary since this decision was made at the January 8 Board meeting.

10. **For Discussion and Action:** Communications and Finance positions.

Note: The phrase “and Action” is added in the line above because the original agenda item indicated *For Discussion*, but at the actual January 8 meeting, the Board took action and voted on a motion related to the finance position.

Background Information: In October 2008, the Board of Directors declared a freeze on hiring and firing at PCAE. Since then, Deb Ambright resigned as PCAE Director of Finance; the position of Communications Director had been unfilled before October and was being filled on an interim basis by a consultant in communications.

The Finance Position: After Ambright’s departure, Accounting Director Pete Maurer (from the State’s Small Agency Resource Team) has been spending most of his time fulfilling the routine and necessary financial management tasks that Ambright performed as finance director. Maurer therefore has had very little time to continue the work that PCAE has contracted for him to do at Perpich Center.

Maurer requested that PCAE hire a Senior Accounting Officer:

1. As delineated by the State, a senior accounting officer functions as a lead accounting worker, and does not supervise any staff.
2. Hiring would be under the State’s *Rule 10* guidelines, which indicate:
 - A. A temporary appointment that may last for a period up to three years.

- B. If the duration will be over one year, the compensation will include benefits.
3. The hiring process would begin with advertising similar to what is standard PCAE practice for most other positions.

Motion by: P. Adolphson to hire a senior accounting officer under Rule 10.

Seconded by: S. Mackert.

Verbal Vote: Passed unanimously.

Concerns and comments related to communications:

1. The Center needs someone with extensive experience in handling public relations in a crisis.
 2. Per R. Jones, this person should have experience in public policy and credentials in communicating effectively with the full spectrum of PCAE's stakeholders.
 3. N. Davis assured the Board that Perpich administration could satisfy the Board's above-mentioned criteria (items #2 and #3) by following the Center's regular process of creating a position description, advertising the position, interviewing top candidates and then hiring the chosen candidate.
 4. A. Plechash suggested that PCAE outsource the work to enable the Center to pay for such services on an as-needed basis.
 5. S. Mackert added that the Center needs someone in public and media relations—Perpich's reputation isn't known outside of the Centers stakeholders.
 6. Guest L. Madigan suggested that the Center work with other State agencies to resolve current PR/communications needs.
 7. V. Katz shared her sense that Board consensus was to maintain the hiring and firing freeze at this time. She asked Executive Director Davis to look into, and bring to the February Board meeting information on:
 - Contracting with an outside firm, and
 - Collaborating with other State agencies.
11. **For Information:** Update on Compliance and Resolution of issues identified in the Legislative Audit Report for the Center, 2003-2007.

N. Fitzloff-Meyer spoke briefly about the Legislative Audit Update that was placed in Board member folders at the beginning of the meeting (pp. *Jan09:3* - *Jan09:9*).

While there was some sentiment for Fitzloff-Meyer to adopt a shorter format for the report, most Board members prefer her current format of keeping an ongoing collection of all updates that are made to the document.

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

N. Davis distributed his report for January (pages Jan09:11 – Jan09:25), which included four attachments:

- A. Membership of Cultural and Outdoor Resources Finance Division Committee (allocating the \$25M expected annually from the MN Constitutional Amendment to increase the State sales tax to fund environmentally- and arts-related programs). (Page *Jan09:13*)
- B. Funding Requested for Arts Education Hubs (pages *Jan09:15 – Jan09:19*).
- C. North Central Accreditation Report (pages *Jan09:21 – Jan09:23*).
- D. Alumni Day, Thursday, January 8, 2009 (page *Jan09:25*).

13. **For Information:** The Board Finance Report for the January 2009 Board meeting (page *Jan09:27*).

Salient points made at meeting:

- Referring to the current finance report, SmART Accounting Director P. Maurer reported that the Center is “in good shape.”
- Board members expressed their appreciation of the one-page format Maurer used on the report.

14. **Adjournment:** by H. Wilson.

Motion by: P. Adolphson to adjourn at 6:16 pm.

Seconded by: B. Amadio.

Verbal Vote: Passed unanimously.

Perpich Center for Arts Education (PCAE)

**Board of Directors
Minutes of Emergency Board Meeting
for February 3, 2009**

2:00 PM in the Visitors Center of the High School/Admin Building

1. Call to Order.

Board Chair Howard Wilson called meeting to order at 2:07 pm.

2. Roll Call and Introductions.

Members Present: Peter Adolphson, Denis Biagini, Margaret “Maggie” DiBlasio, Ardythe “Ardie” Gallant, Penny Johnson, Roberta Jones, Susan “Sue” Mackert, Alex Plechash, Dorothy Suomala and Howard Wilson.

Members Present Via Conference Phone: Bari Amadio, Virginia Katz and KaiMay Yuen-Terry.

Excused: Sonja Peterson.

Guests Present:

Staff: (from PDR:) PDR Director Mike Hiatt; **(from Administration:)** Executive Director Nathan Davis, Administrative Management Director Nedra Fitzloff-Meyer, Executive Assistant Steve Greenberg, HR Officer Valerie Osborn, Sr. Director of Policy Pam Paulson; **(from AHS:)** AHS Director Alice Woog.

Non-PCAE State of MN Staff: [from Small Agency Resource Team (SmART):] Financial Mgmt. Director Lenora Madigan, Acct’g. Director Peter “Pete” Maurer.

3. **For Discussion +/-or Action:** Plan next steps to work with MN legislators and other stakeholders with respect to the Governor’s proposed budget as it relates to PCAE. [This text has been copied here verbatim from the entry for *February 3, 2009* on the Board of Directors page of the PCAE public web site (www.pcae.k12.mn.us/board/board.html) under the heading *PCAE Board Calendar*.]

Executive Director N. Davis explained that on Tuesday, January 27, Minnesota Governor Pawlenty publicized his budget plans to help resolve the \$4 billion deficit the State faces for FY 2010. Those plans include major changes for the future of the Perpich Center. Essentially, the result would be cessation of government funding for PCAE by the end of FY 2010:

- a. Eliminate the outreach departments of the Center: PDR and the Library.

- b. During FY 2010, transition the remaining piece of the Center—the Arts High School—into a charter school.

Highlights of discussion on the budget plan and anticipated outcomes:

Note: *Unless within double quotation marks, text below is paraphrased.*

- a. A. Woog: A public school cannot be “transitioned” into a charter school. The public school would have to cease, followed by creation of a charter school.
- b. M. DiBlasio: The 24-year history of experience and research that is part of the Center would cease to exist.
- c. M. Hiatt: The Governor’s plan to create a charter school from AHS comes at a time when a bill is being brought before the Senate and House to put a moratorium on more charter schools... The State of Minnesota is known as a leader in arts education in the nation. Without the Center, the State will fall way behind.
- d. D. Suomala: Talking points to bring to legislators during this legislative session should emphasize what makes PCAE unique.
- e. H. Wilson: The Center is much more than 300 students... The recommendation of a charter school buys into the notion that PCAE is metro-centric.
- f. K. Yuen-Terry: We should come up with figures to demonstrate the cost-effectiveness of maintaining PCAE as it currently exists.

Highlights of immediate activities and plans for the near future:

Note: *Unless within double quotation marks, text below that is next to a person’s name is paraphrased.*

- a. In preparation for Perpich Day at the Capitol (Feb. 9), by Wed., Feb. 4 (the day after this emergency Board meeting), Board members and staff are to bring comments to P. Paulson that would help clarify misunderstandings and incorrect assumptions, and help legislators understand the ramifications of losing the Center. Paulson will be the focal point for information, talking points, and other collateral in the effort to keep PCAE in operation as the Arts High School and the outreach divisions of the Library and PDR.
- b. During Perpich Day, groups of ideally one PCAE director and two Board members will be scheduled and meet with legislators whose understanding and position during the current legislative session are most important to affecting a positive future for PCAE.
- c. PCAE administration is recruiting stakeholders—parents, alumni and PDR contacts—who will also be present to either join the groups meeting with legislators, or to visit on their own with their legislators.

- d. S. Mackert: After Perpich Day, we must encourage stakeholders to continue to send letters and meet with their legislators.
- e. N. Davis: Announced that at 2:45 pm on Wed., Feb. 4 (the day after this meeting), there will be a hearing of PCAE stakeholders before the House K-12 Education Finance Division in room 10 of the State Office Building.

4. **Adjournment:** by H. Wilson.

Motion by: P. Adolphson to adjourn at 3:19 pm.

Seconded by: A. Plechash.

Verbal Vote: Passed unanimously.

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Perpich Center for Arts Education (PCAE)

**Board of Directors
Board Meeting Minutes
for February 9, 2009**

3:00 PM in the Visitors Center of the High School/Admin Building

Note: Handouts from the February 9 meeting that are included in the permanent, public record, may be found in the *2009 Board Meetings* binder, behind: (1) the *February Board Booklet* (materials snail-mailed to board members in preparation for the February Board meeting), and (2) these February 9 minutes (once approved by the Board at their March 12, 2009 meeting. The handouts will be numbered from page *Feb09:1-Feb09:12*.

1. Call to Order.

Board Chair Howard Wilson called meeting to order at 3:28 pm. (Late start due to waiting for arrival of all Board members who attended Perpich Day at the Capitol.)

2. Roll Call and Introductions.

Members Present: Peter Adolphson, Margaret “Maggie” DiBlasio, Ardythe “Ardie” Gallant, Roberta Jones, Virginia Katz, Susan “Sue” Mackert, Alex Plechash, Dorothy Suomala, Howard Wilson and KaiMay Yuen-Terry.

Excused: Bari Amadio, Denis Biagini, Penny Johnson and Sonja Peterson.

Guests Present:

Students: (Class of 2010:) Kyle Cold.

Staff: (from PDR:) PDR Director Mike Hiatt; **(from Administration:)** Executive Director Nathan Davis, Administrative Management Director Nedra Fitzloff-Meyer, Executive Assistant Steve Greenberg, Sr. Director of Policy Pam Paulson; **(from AHS:)** Director of Residential Programs Mary Pietruszewski and AHS Director Alice Woog.

Non-PCAE State of MN Staff: [from Small Agency Resource Team (SmART):] Financial Management Director Lenora Madigan, Acct’g. Director Peter “Pete” Maurer and Human Resources Director Richard “Rich” Peterson.

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

Motion by: V. Katz to approve the agenda for this meeting with these changes:

1. At top of agenda, correct location of meeting from *Large Glass Box of GALA* to *Visitors Center in AHS/Admin Building*.

2. For #5 *Vote for Perpich Board Chair and Vice Chair*, in D. Biagini's absence, A. Plechash will distribute ballots and will count them without Biagini.

Seconded by: M. DiBlasio.

Verbal Vote: Passed unanimously.

4. **For Action:** Call for approval of the minutes from the January 8, 2009 Board meeting.

Motion by: A. Plechash to approve minutes for 01/08/09 meeting as submitted.

Seconded by: S. Mackert.

Verbal Vote: Passed unanimously.

The next three items (#5-#7) are required for Board's annual meeting, as stipulated in PCAE bylaws.

5. **For Action:** Vote for Perpich Board Chair and Vice Chair for calendar 2009 (from adjournment of the February 9, 2009 meeting through adjournment of the February 2010 Board meeting). Pre-printed ballots will be distributed, with Susan "Sue" Mackert running for Chair, Margaret "Maggie" DiBlasio running for Vice-chair, and a blank space near each position to write-in an alternate choice.

Unanimous Consent: P. Adolphson moved that Mackert and DiBlasio be elected by unanimous consent as nominated by the Nominating Committee.

Seconded by: V. Katz.

Verbal Vote: N/A

6. **For Action:** Committee membership for 2009. Board members may identify on which Board committee(s) they wish to serve. Current committee chairs will be asked to indicate if they wish to continue to serve. If not, the committee's members will elect a chair at the next meeting of that committee. After committee membership is decided, the Board will vote to approve.

Motion by: V. Katz to table this agenda item until the March 12 meeting, due to four people being absent from this meeting.

Seconded by: A. Gallant.

Verbal Vote: Passed with one opposed—
A. Plechash simply preferred to get this task done.

7. **For Action:** Approve schedule of monthly Board meetings for March 2009 thru Feb. 2010.

Motion by: S. Mackert to approve schedule of monthly meetings for next 12 months. (As reflected below, the Board traditionally meets at 3:00 pm on second Thursday of a month, and doesn't meet in July):

March 12 May 14 July (no mtg) Sept 10 Nov 12 Jan 14
April 9 June 11 Aug 13 Oct 8 Dec 10 Feb 11

Seconded by: P. Adolphson.

Verbal Vote: Passed unanimously.

End of Board's annual meeting.

8. **For Information:** PCAE Financial report for the February 2009 Board meeting. (*Feb09:1*)

Highlights of info added by Acct'g Director P. Maurer during this agenda item:

1. Two unexpected expenditures—the walk-in cooler and a steamer in the kitchen/cafeteria area of the AHS/Admin Building need repair.
2. Within the next week or two, a new drop box (safe) will replace and be an improvement from the current one. Too many people have the access code for the current box, and it isn't possible to change the code from when the box was originally acquired. The new drop box will allow for access code changes, and dissemination of the code will be strictly limited and protected.

- 8A. **For Action:** Amend agenda to postpone next item (#9) *Public Comment at approximately 4:30* until around 4:30 pm.

Motion by: S. Mackert to place item #9 after item #12:

Seconded by: V. Katz.

Verbal Vote: Passed unanimously.

9. **For Information:** Public comment at approx. 4:30 pm. (This item now appears after item #12.)

10. **For Information:** Arts High School update, with focus on NCA visit.

Highlights of info added by AHS Director A. Woog during this agenda item:

1. North Central Accreditation (NCA) visit is scheduled for Thurs., Feb. 12. From 2:00-3:00 pm, NCA reps will meet with members of PCAE administration and the Board. NCA will deliver preliminary findings the next day (Fri., Feb. 13) at 3:30 pm in the Performance Hall.
2. AHS has so far received about 200 applications for the 2009-2010 school year. Admissions reviews will begin on February 28.
3. A number of student performances will take place in March, April and May.

11. **For Information:** Update on Compliance and Resolution of issues identified in the Legislative Audit Report for the Center, 2003-2007.

Administrative Management Director Nedra Fitzloff-Meyer distributed her *Legislative Audit Update*, dated February 6, 2009. (*Feb09:3-Feb09:10*)

Highlights of info added by Fitzloff-Meyer during this agenda item:

1. SmART has okayed the policies presented by Fitzloff-Meyer at the November 2008 Board meeting. The policies will be placed on the Center's internal web site to be easily accessible to PCAE employees. Each employee must read and understand all the policies, and must sign a form to that effect.
2. In reviewing all travel reimbursements submitted from 2007-2008, PCAE administration is happy to report the number of problems with these reports is small.
3. The Legislative Audit found that from 2003 to 2007, one too many achievement awards had been given out. HR staff are in the process of screening all payroll records in case there are other similar instances. (The State sets a ratio of the number of employees who may receive awards to the total number of employees in an agency.)

The Office of the Legislative Auditor considers this an overpayment that must be returned to the agency. A number of Board members expressed concern that an employee would have to bear the brunt of reimbursing the State, even though the State is perfectly within its rights to re-claim the \$1400.

HR Director Rich Peterson recommended, and will initiate a review of related State guidelines and statutes to see what other options, if any, are available.

4. Fitzloff-Meyer and Maurer are pleased to note that they are making process to identify, test and implement a new, in-house accounts receivable software package—one that is more robust, reliable, and easy to use as compared to the current MAPS system.
5. SmART member P. Maurer is taking an unpaid vacation for a month beginning the last week of February.

12. **For Information +/-or Action:** Personnel Committee update: The annual evaluation of the Executive Director's performance.

Personnel Committee proposes:

1. Personnel Committee envisions for this 2008-2009 review:
 - a. An online evaluation (survey) by Board members as done in recent years,

- b. In addition to the previous point, perform a 360° review to include more stakeholders and therefore have more comprehensive data,
 - c. Bring in a third party to gather data via the online survey and via interviews with stakeholders,
 - d. Complete the process in order to bring results and feedback to the May 14 Board meeting.
2. To enter into contract with Stephen Ward, the principal of Stephen Ward Associates (SWA) based on:
 - a. His familiarity with PCAE—the organization and employees,
 - b. Familiarity of employees with Ward,
 - c. His track record of working well on behalf of the Board and PCAE.
3. V. Katz distributed a proposal from SWA to do the work for \$4900.00 (*Feb09:11-Feb09:12*).
4. In a meeting with S. Mackert, P. Maurer verified that PCAE could afford \$4900.

Motion by: Personnel Committee to hire SWA to gather, collate and present data to Board members in a 360° review for the Executive Director's 2008-2009 evaluation, at a fee not to exceed \$4900.00.

Seconded by: R. Jones.

Highlights of the discussion on this agenda item:

1. N. Davis recommended bringing in a State HR consultant rather than SWA. Davis felt that such a consultant could have a better understanding of the performance expectations and a stronger grasp of the appropriate inner controls in a state agency. Davis felt that such a person could convey feedback to the person being reviewed in a way that would be most helpful. He estimated that the cost of hiring such a person could be as low as \$1000.
2. A. Plechash indicated that "...we are abrogating our responsibility [as a board] to write our own evaluation...this is money ill-spent."
3. V. Katz noted that limiting data gathering and input to Board members "...doesn't seem professionally appropriate at this time."
4. M. DiBlasio pointed out that an evaluation benefits from neutrality and wondered whether Stephen Ward could be neutral at this point after having worked with the Center for so long.

5. S. Mackert wondered similarly, and discussed the concern with Ward, who is confident he could and would be neutral in this work.
6. A. Plechash said he'd never hired out for the evaluation of an employee.
7. V. Katz said that the Board would be hiring out data collection, not the evaluation and decision-making responsibilities.
8. R. Jones reminded the Board that they'd originally hired Ward to help with the strategic planning project because they had confidence in him. She also pointed out that the Board would not be changing any parameters upon which the Executive Director would be evaluated; only the data-gathering process would change.
9. H. Wilson anticipated that bringing in Ward allows the Board to broaden data gathering, and enable a more comprehensive review than what the Board alone could be aware of and offer.

Roll-call Vote: P. Adolphson requested a roll-call vote:

P. Adolphson	Nay	S. Mackert	Yea
M. DiBlasio	Nay	A. Plechash	Nay
A. Gallant	Nay	D. Suomala	Yea
R. Jones	Yea	H. Wilson	Yea
V. Katz	Yea	K. Yuen-Terry	Yea

The motion passed with 6 in favor and 4 against.

9. **For Information:** Public comment at approximately 4:30 pm.

Nobody present wished to speak at this time.

13. **For Information +/-or Action:** Legislative Liaison Committee update on activities around the current legislative session.

The following vote took place well into the discussion around this agenda item. The motion and outcome are listed here, however, simply so they won't "get lost" among all the text that follows below...

Motion by: P. Adolphson to assign Sr. Director of Policy Pam Paulson to spend time seeing legislators at least once each week. She will work with S. Mackert and P. Adolphson.

Seconded by: S. Mackert.

Verbal Vote: Passed unanimously.

(continued on next page ⇨)

Adolphson and Mackert also requested or noted that:

1. Paulson and PDR Director Mike Hiatt coordinate and report on (1) the efforts of out-state stakeholders on behalf of PCAE, and (2) encouraging stakeholders representing out-state schools to contact their legislators.
2. N. Davis invite Rep. Winkler to visit and be engaged often in events related to PCAE.
3. A. Gallant and S. Mackert work together to market PDR.
4. Plechash, Adolphson and Mackert meet with Governor Pawlenty's Chief of Staff Matt Kramer.
5. Broadcast the schedule of out-state hearings to current and past Board members.
6. Per S. Mackert, due to the current events, the Foundation's fundraiser *The Big Event* has been tabled from March 28, 2009 to sometime in the fall. However, March 28 will remain special in that it will be a day to bring in out-state stakeholders and keep the momentum with efforts on behalf of PCAE.

Comments after Perpich Day at the Capitol:

1. Committee Chair Peter Adolphson considered it a "...successful day!" during which Perpich proponents had opportunity to meet with a number of legislators.
2. Per S. Mackert: "We had a lot of support today...people learned a lot."
3. H. Wilson noted "We've discovered we have friends and enemies..." and that there is misinformation "out there." The drive for a charter school is indicative of a metro-centric stance.
4. S. Mackert asked that people keep in mind that the House and Senate are both considering legislation to put a moratorium on new charter schools.

Points to note and lessons learned, especially after Perpich Day at the Capitol:

1. Per K. Yuen-Terry: Rep. M. Greiling is emphasizing charter schools.
2. According to Rep. M. Anderson Kelliher, PCAE has opponents and the charter school issue is huge.
3. Paulson and the Board should involve Rep. R. Winkler (Golden Valley) in planning and efforts on behalf of PCAE
4. Keep informing legislators about the legislative audit and the resolution of negative findings.
5. P. Paulson: Rep. Greiling noted the capital investment over the years, with Rep. Demmer wondering, if the legislature ceases funding now, was the legislature wrong all those previous years of funding?

6. A. Plechash: Rep. Dettmer invited us to come see him—he's welcoming.
7. M. DiBlasio: We need to make a connection between best practices and the work of PDR.

14. **Adjournment:** by H. Wilson.

Motion by: V. Katz to adjourn at 5:50 pm.

Seconded by: A. Plechash.

Verbal Vote: Passed unanimously.

**Perpich Center for Arts Education (PCAE)
Board of Directors
Board Meeting Minutes
for March 12, 2009**

3:00 PM in the Glass Box of the Gaia Building

Note: Handouts from the March 12 meeting that are included in the permanent, public record, may be found in the *2009 Board Meetings* binder, behind the:

- (1) *March Board Booklet* (materials snail-mailed to board members in preparation for the March Board meeting), and
- (2) March 12 minutes (once approved by the Board at their April 9, 2009 meeting). The handouts will be numbered from page *Mar09:1-Mar09:22*.

1. Call to Order

Board Chair Sue Mackert called the meeting to order at 3:07 pm.

2. Roll Call and Introductions

Members Present: Peter Adolphson, Bari Amadio, Denis Biagini, Ardythe “Ardie” Gallant, Penny Johnson, Roberta Jones, Susan “Sue” Mackert, Alex Plechash, Dorothy Suomala, Howard Wilson and KaiMay Yuen-Terry.

Members Present via Conference Phone: Margaret “Maggie” DiBlasio and Virginia Katz.

Excused: Sonja Peterson.

Guests Present:

Staff: (from PDR:) PDR Director Mike Hiatt, Education Coordinators Barbara Cox and Diane Aldis, Administrative Specialist Suzanne Bursh; **(from Administration:)** Executive Director Nathan Davis, Sr. Director of Policy Pam Paulson, Director of Technology John Engel, Accounting Officer Rosaland Hoffman; **(from AHS:)** Director of Admissions Bev DeVos.

Non-PCAe State of MN Staff: [from Small Agency Resource Team (SmART):] Financial Management Director Lenora Madigan, Personnel Services Manager Sue Wickham.

Guests: Standards Committee co-chair Kathy Grundei, Music Educators Doug Orzolek and Brett Smith, Communications Specialist Betsy Carlson.

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

Motion by: Penny Johnson to approve the agenda for this meeting with one change:

1. Replace Howard Wilson’s name as Board Chair with Sue Mackert, current Board Chair, in all occurrences on the agenda.

Seconded by Denis Biagini

Verbal Vote: Passed unanimously

4. For Action: Call for approval of the minutes from the February 3, 2009 Emergency Board meeting.

Motion by: A. Gallant to approve the minutes from the 02/03/09 board meeting as submitted.

Seconded by: Penny Johnson

Verbal Vote: Passed unanimously

5. **For Action:** Call for approval of the minutes from the February 9, 2009 Board meeting.
 Motion by: D. Biagini to approve the minutes from the 02/09/09 board meeting as submitted.
 Seconded by: KaiMay Yuen-Terry Verbal Vote: Passed unanimously
6. **For Action:** PCAE Financial Report for the March 2009 Board meeting.
 Reported by Accounting Officer Ros Hoffman (in Nedra Fitzloff-Meyer's absence).
 Motion by: Alex Plechash to approve this financial report.
 Seconded by: Penny Johnson Verbal Vote: Passed unanimously
7. **For Action:** Approve modified student fee schedules for the 2009-2010 school year.
 Reported by Accounting Officer Ros Hoffman (in Nedra Fitzloff-Meyer's absence). Questions raised and answered:
1. Is the percentage of increase in line with previous years? In the past it has been 3-5 percent; this year it has increased by 6+ percent.
 2. For the current 2008-2009 school year, the Activity Fee was changed to the Activity and Technology Fee, so the Activity amount was increased to include Technology costs per student for technology-related consumables (e.g., toner and paper). The 2009-2010 proposed schedule reflects a \$50 increase in the Activity and Technology Fee.
 3. Depending upon the 2009 legislative outcome on funding for PCAE, a statement sent to parents will indicate that the fees may need to be adjusted. The Board may need to revisit this fee schedule if adjustments are needed.
- Motion by: P. Adolphson to approve student fee schedules for the 2009-2010 school year as submitted in the Board mailing (pages 15-21 in the Board booklet).
 Seconded by: Penny Johnson Verbal Vote: Passed unanimously
8. **For Information:** Update on Compliance and Resolution of issues identified in the Legislative Audit Report for the Center, 2003-2007.
 Reported by Accounting Officer Ros Hoffman (in Nedra Fitzloff-Meyer's absence). Questions raised and answered (please refer to updates in packet dated March 2, 2009):
1. SMART has reviewed all updates to policies.
 2. Sue Wickham from the SmART representatives reported that there were two incidences of overpayment to past employees. She and PCAE Personnel (HR) Officer Valerie Osborn will decide on further action to be taken.
 Alex Plechash: requested that in this case, when a previous employee was not in a position to know s/he has been overpaid, PCAE should not pursue recovery of funds.
 3. N. Davis: Archibus is a new State system to collect and track all State property.
 4. H. Wilson: What remains to be completed with resolution of the audit findings? The next report should address this question.
 - a. N. Davis: Progress needs to be made with reconciling accounts in MAPS and in accounts receivable. Some work still remains in the area of HR updating.
 - b. Different arms of the agency need to establish retention schedules.
 - c. Lenora Madigan: Some staff have been trained in the Financial Information System (FIS). This web-based system allows staff to access necessary financial data.
9. **For Information:** Legislative Liaison update on activities around the current legislative session.
 Reported by Peter Adolphson, Pam Paulson, and guest speakers, Kathy Grundei, Doug Orzolek, and Brett Smith.
1. Pam Paulson distributed handouts. Highlights and discussion included:
 - This is one of the toughest legislative sessions due to budget issues.
 - Per her Report to the Board of Directors on Legislative Activities in February/March

2009 (pages *Mar09:1-Mar09:3*), Paulson reported that a number of positive events related to the future of PCAE have occurred in the past six weeks.

- The overall strategy is to meet with key legislators to help them understand the value of the Perpich Center.
- Perpich Day at the Capitol was very successful.
- Perpich Center testified in front of the House K-12 Education Finance Committee. Each committee member that was present received a folder of information pertaining to the Center, including a letter from Kathy Grundei and Doug Orzolek that was handed out during this Board meeting (*Mar09:5*).
- Perpich Center had representation at all recent Town Hall meetings. A schedule of future town meetings was distributed (pages *Mar09:7-Mar09:8*).
- PCAE was supported by many constituents as evident in the handouts.
- S. Mackert: The Perpich Center Foundation negotiated a contract with Fredrickson & Byron, PA for governmental relations support, specifically from Shep Harris.
- Some key legislators are considering drafting new bills to support the Center, if needed.
- Senator Stumpf introduced a draft of a bill which identifies Perpich as a state agency to receive state funding for the next two years.
- From what is known now, the only area stimulus funds that would be available to PCAE are in Special Education.
- P. Paulson acknowledged the extensive assistance of S. Mackert during this process.

Motion by: KaiMay Yuen-Terry: The Board would like to acknowledge and express appreciation for the proactive and constructive role that the Foundation has extended to the Center during this period of uncertainty.

Seconded by Dorothy Suomala

Verbal Vote: Passed unanimously

Being a member of the PCAE Foundation, Sue Mackert recused herself from this vote.

- Paulson introduced guest speakers who have been recipients of professional development from the Perpich Center. They were asked to address the following three questions:
 - What are the major challenges or opportunities facing arts education in our state in the next 2-3 years?
 - What role should PCAE play when dealing with these challenges/opportunities?
 - How has PCAE served arts education statewide in the past?
- Kathy Grundei, previous middle school visual arts teacher, contractor with PCAE, NAEA 2009 program chair, and Co-Chair for the arts standards revision committee presented. She distributed a handout PCAE Presentation: Challenges Facing Arts Education (pages *Mar09:9-Mar09:11*). Highlights of points she made at the meeting include:
 - Fill the Visual Arts Specialist position in PDR.
 - Need plans for distributing new arts standards information to teachers statewide. Professional development funds are needed to make this happen.
 - The QTN program is highly successful.
 - Previous dollars for PCAE professional development that are no longer available (programs were cut) should be reinstated.
 - PCAE needs to bolster its role as *the* state agency for arts education.
 - Grundei appreciates the opportunities PCAE has offered to art teachers across the state and hopes it will continue to happen.

10. Interruption of agenda item #9 at 4:30 pm – The public was invited to speak (the open forum).

No one came forward to address the Board at this time.

Continue #9 - guest speakers

- Brett Smith, Mahtomedi music teacher, Minnesota Teacher of the Year in 1999 (and he was a finalist at the national level) presented. Highlights included:
 - The State budget is a challenge – the arts are going to take a hit.
 - The State needs dedicated leadership in the arts.
 - Arts education assessment needs to be up to speed (finalized and implemented).
 - Educators need tools to do the advocacy for themselves in their districts.
 - AHS needs to be a center for innovation, and then a focal point from which innovation is spread throughout the state.
- Doug Orzolek, Associate Professor of Music Education at St. Thomas University, Co-chair of arts standards revision committee presented. He distributed a handout created and compiled by PDR's Nyssa Brown and himself: Challenging the Whole Child: Inquiry-Based Learning in the Arts (pages *Mar09:13-Mar09:22*). Highlights included:
 - Schools need to work on assessment, accountability and advocacy for arts professional development.
 - PCAE's mission is incredible – the Center needs to work towards fulfillment of mission.
 - Perpich needs to listen to what is happening in the schools and identify what the Center can do help.
 - Collaboration is crucial. PCAE has done this effectively and should continue to do more.
 - Innovation is a key word – as a leader in arts education for the State, the Center must continually be thinking ahead to anticipate needs throughout the State.
- K. Terry-Yuen questioned: Do students enrolled in the University of MN education program learn to teach the arts (e.g., music, visual art and dance)?
 - P. Paulson – For elementary teachers to meet competency requirements, they are responsible to study and build competencies in the arts. Perpich has had the opportunity to work with the policies that make up teacher training.
 - H. Wilson – Budget becomes an issue - what areas get measured, get supported? Schools rely on the teacher to fit the arts in wherever appropriate and possible. PCAE needs to work on the credibility that assessment can bring.

Board Chair Mackert thanked the speakers for sharing their time and talents.

11. For Action: Committee membership for 2009.

1. S. Mackert is working with the Governor's appointment officer to fill vacancies due to the expiring of terms.
2. Referring to the current crisis, Board Chair Mackert emphasized the importance of promoting consistency in committee makeup and operation through the spring. To this end, Mackert offered suggestions for committee membership and *pro tem* leadership, taking into consideration members whose terms have expired.
3. See the last page of these minutes for a list of committee assignments proposed by Mackert.

Motion by: Denis Biagini to approve committee membership as proposed by Mackert.

Seconded by: Penny Johnson

Verbal Vote: Passed unanimously

12. For Information: Executive Director's Report. Davis added these verbal notes to his printed report:

1. Attended Financial Forum with Nedra Fitzloff-Meyer, focusing on internal control for small agencies.
2. One of the Literary Arts positions has been upgraded to full time.
3. The open position for an Accounting Officer has been temporarily filled by Rosaland Hoffman. Candidates are being interviewed for the account tech position.
4. Betsy Carlson will help in the area of media and communications (she and Kristin

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Perpich Center for Arts Education (PCAE)

**Board of Directors
Board Meeting Minutes
for April 9, 2009**

3:00 PM in the Visitors Center of the High School/Admin Building

Note: Handouts from the April 9 meeting that are included in the permanent, public record, may be found in the *2009 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 9 minutes (once approved by the Board at their May 14, 2009 meeting. The handouts will be numbered from page *Apr09:1-Apr09:5*.

1. Call to Order.

Board Chair Sue Mackert called the meeting to order at 3:04 pm.

2. Roll Call and Introductions.

Members Present: Peter Adolphson, Denis Biagini, Margaret “Maggie” DiBlasio, Ardythe “Ardie” Gallant, Roberta Jones, Penny Johnson, Virginia Katz, Susan “Sue” Mackert, Sonja Peterson, Alex Plechash, Dorothy Suomala, Howard Wilson, and KaiMay Yuen-Terry.

Excused: Bari Amadio.

Guests Present:

Staff: (from PDR:) PDR Director Mike Hiatt; **(from Administration:)** Executive Director Nathan Davis, Administrative Management Director Nedra Fitzloff-Meyer, Executive Assistant Steve Greenberg, HR Officer Valerie Osborn, Sr. Director of Policy Pam Paulson; **(from AHS:)** AHS Director Alice Woog.

Non-PCAE State of MN Staff: [from Small Agency Resource Team (SmART):] Accounting Director Peter “Pete” Maurer.

From Stephen Ward Associates: Consultant Stephen Ward.

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

Motion by: V. Katz to approve a modified agenda for this meeting. It was distributed at the beginning of the meeting to replace the agenda originally mailed to Board members and posted on PCAE’s public web site. The two agendas differ only in the order of agenda items:

<u>This Item From The Original Agenda</u>	<u>Becomes This Item On The Modified Agenda</u>
#6 (approve March 12 minutes)	#4
#7 (PCAE Financial Report)	#5
#4 [executive (closed) session]	#6
#11 (report on executive session)	#7
#5 (Public Comment)	#8
#8 (Annual Board Retreat)	#9
#9 (AHS Site Improvement Team)	#10
#10 (legislative update)	#11

Seconded by: D. Biagini.

Verbal Vote: Passed unanimously.

4. **For Action:** Call for approval of the minutes from the March 12, 2009 Board meeting.

Motion by: H. Wilson to approve the minutes for the 03/12/09 meeting with one correction: *On page 5 of the March minutes, add Alex Plechash to the list of Board members on the Board & Committee roster—Plechash was inadvertently omitted.*

Seconded by: A. Gallant.

Verbal Vote: Passed unanimously.

5. **For Information:** PCAE Financial Report for the April 2009 Board meeting. (*Apr09:1*)

Motion by: Budget & Finance Committee Chair A. Plechash to accept the April 2009 Financial Report as submitted.

Seconded by: V. Katz.

Verbal Vote: Passed unanimously.

Accounting Director from SmART P. Maurer presented the report and noted that he anticipates some money leftover at the end of the 2009 fiscal year. PCAE management will then decide how best to apply the funds.

6. **For Action:** The chair *pro tem* of the Personnel Committee will move to take the meeting into executive (closed) session with the full Board of Directors and Stephen Ward of Stephen Ward Associates (SWA), followed by a call for a second to that motion. The agenda for the executive session is to discuss the PCAE executive director's annual performance review.

Motion by: V. Katz on behalf of the Personnel Committee to move into executive session as described above.

Seconded by: R. Jones.

Verbal Vote: Passed unanimously.

All guests except Stephen Ward left the room, and the Board of Directors began the executive session at 3:15 pm. Ward presented to the Board the data he'd collected as a consultant: (1) collating the results of the online evaluations that Board members had recently filled out, and (2) interviewing the direct reports of the executive director, representatives of the unions at PCAE (MAPES, AFSCME and SRSEA), stakeholders external to the Center, and the 14 Board members.

Ward left the session after presenting the data to the Board. The session continued with only Board members until around 4:24 pm. Guests rejoined the meeting, which was reconvened after a brief break as an open meeting at 4:40 pm.

7. **For Information +/-or Action:** A report on the executive session (agenda item #6).

Personnel Committee Chair Virginia Katz reported that the Board of Directors had decided to terminate Dr. Nathan Davis's employment at PCAE effective immediately. The verbal roll-call vote was 10 in favor of termination, one against termination (Maggie DiBlasio), and one abstention (KaiMay Yuen-Terry). Board Chair Mackert did not vote.

Until the Board identifies an interim executive director, the Board Chair and members of the Board's Executive Committee will provide guidance. The Executive Committee consists of the Board Chair (S. Mackert), Vice Chair (M. DiBlasio), and the chairs of the standing committees—Board Development (M. DiBlasio), Budget and Finance (A. Plechash), Legislative Liaison (P. Adolphson), and Personnel (V. Katz).

Chair Sue Mackert is the sole spokesperson for the entire agency regarding this event. All questions or requests for information must be referred to her. Mackert provided her phone number—320-260-1709—to facilitate the referral process.

Board member Sonja Peterson thanked Consultant Stephen Ward for his assistance in gathering and presenting the data related to this event.

8. **For Information:** Public comment at approximately 4:30 pm.

Nobody present wished to speak at this time.

9. **For Information:** Comments on planning the Annual Board Retreat.

With input from several Board members at this meeting, S. Mackert stated that planning of the Annual Board Retreat will take place after the current Minnesota legislative session ends.

10. **For Information:** Update on the work of the Arts High School (AHS) Site Improvement Team (SIT; pages 7-20 in the April Board booklet for this meeting).

Highlights of info added by AHS Director A. Woog during this agenda item:

1. Woog introduced Assistant to the AHS Director Carlo Galeazzi.
2. The graduation ceremony for the AHS Class of 2009 will take place at 2:00 pm on Friday, June 5, at the Ted Mann auditorium on the West Bank of the University of Minnesota campus.
3. Besides Perpich faculty, work on this SIT will involve parents and Center staff.

11. **For Information:** Update on activities relating to the current legislative session. (pages 21-22 in the April Board booklet)

Sr. Director of Policy Pam Paulson distributed her report on *Legislative Activities in February/March 2009* which covered events since the March 12 Board meeting. (pages *Apr09:3-Apr09:5*). Both she and S. Mackert elaborated on some of the items reported in the Board booklet and especially in Paulson's handout.

The Board thanked Paulson for her report.

12. **For Information:** Update on compliance and resolution of issues identified in the 2003-2007 Legislative Audit Report for the Center.

Administrative Management Director Nedra Fitzloff-Meyer referred those present to the *Completed Findings* on pages 23-29 of the Board booklet, and *Incomplete Findings* on pages 31-34 of the booklet.

Per Fitzloff-Meyer, the *Completed Findings* was included in this April Board booklet to make sure everyone had the same, up-to-date knowledge of the status of this project. For future Board meetings, only the *Incomplete Findings* document will be presented to show the status of audit findings that have not yet been completed.

13. **For Information +/-or Action:** Executive Director/Board committee reports: Board Development, Budget & Finance, Personnel, and Legislative Liaison.

S. Mackert referred those present to the printed Executive Director's April report on pages 35-37 in the Board booklet. Nobody present wished to report at this time on the work of any Board committee.

14. **Adjournment:** by S. Mackert.

Motion by: P. Adolphson to adjourn at 5:27 pm.

Seconded by: M. DiBlasio.

Verbal Vote: Passed unanimously.

Perpich Center for Arts Education (PCAE)

Board of Directors
Board Meeting Minutes
for May 14, 2009

3:00 PM in the Glassbox of the GAIA (PDR) Building

Note: Handouts from the May 14 meeting that are included in the permanent, public record, may be found in the *2009 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 14 minutes (once approved by the Board at their June 11, 2009 meeting. The handouts will be numbered from page *May09:1-May09:12*.

1. Call to Order.

Board Chair Sue Mackert called the meeting to order at 3:05 pm.

2. Roll Call and Introductions.

Members Present: Peter Adolphson, Bari Amadio, Denis Biagini, Margaret “Maggie” DiBlasio, Ardythe “Ardie” Gallant, Roberta Jones, Penny Johnson, Virginia Katz, Susan “Sue” Mackert, Alex Plechash and Dorothy Suomala.

Excused: Sonja Peterson, Howard Wilson and KaiMay Yuen-Terry.

Guests Present:

Staff: (from PDR:) Dance & Theater Education Coordinator Diane Aldis, Music Education Coordinator Nyssa Brown, PDR Director Mike Hiatt; **(from Administration:)** Betsy Carlson in Communications, Administrative Management Director Nedra Fitzloff-Meyer, Executive Assistant Steve Greenberg, Accounting Officer Rosaland Hoffman, Building Maintenance Foreman Bill Nash, HR Officer Valerie Osborn; **(from AHS:)** Admissions Coordinator Bev DeVos, Director of Residence Programs Mary Pietruszewski, AHS Director Alice Woog.

Non-PCAE State of MN Staff: [from Small Agency Resource Team (SmART):] Accounting Director Peter “Pete” Maurer.

3. **For Action:** Call for modifications to the agenda for this meeting (May 14), followed by a request for approval of the agenda.

Motion by: D. Biagini to approve the agenda with the following changes:

- a. For agenda item #5 on page one of the agenda, add the following sub-item: ***For Discussion & Action: Board approval to purchase a digital climate control system for \$33,000.***
- b. For agenda item #7 on page two of the agenda, change “a \$10,000 grant” to “an \$18,000 grant.”

- c. For agenda item #12 on page two of the agenda, V. Katz noted that the Personnel Committee report would include a vote of the Board. (*Since agenda item #12 already begins with “For Information +/-or Action” this note—of an upcoming vote—was not added to the meeting agenda.*)
- d. Add a new item to become #13 (and change existing #13 to #14): **For Action:** *A program audit for PCAE.*

Seconded by: B. Amadio.

Verbal Vote: Passed unanimously.

- 4. **For Action:** Call for approval of the minutes from the April 9, 2009 Board meeting. (*Pages 1-5 in the May Board booklet.*)

Motion by: P. Johnson to approve the minutes for the 04/09/09 meeting as submitted in the May Board booklet.

Seconded by: A. Plechash.

Verbal Vote: Passed unanimously.

- 5. **For Information:** PCAE Financial Report for the May 2009 Board meeting. (*Pages 6-7 in the May Board booklet.*)

Accounting Officer R. Hoffman noted that the Center’s finances—budgeted vs. expended—are in a satisfactory condition.

- 5A. **For Discussion & Action:** Board approval to purchase a digital climate control system for \$33,000. (*This item was added during the agenda approval process—item #3 on the agenda for this meeting.*)

Prior to beginning his presentation/discussion of the need and desirability for a digital climate control system, Building Maintenance Foreman Bill Nash distributed two handouts:

- a. Three memos dated April 23, 2008, from Project Engineer Greg Brooks at Aircorps Automation Inc., followed by a proposal dated April 23, 2009 from The Egan Companies (*May09:1-May09:4*); and
- b. “Cost Analysis for HVAC Retrofits” (*May09:5-May09:12*).

Nash discussed the short- (more consistent and comfortable temperatures throughout high school building) and long-term (reduced energy bills) benefits. Administration Management Director Nedra Fitzloff-Meyer indicated that PCAE has the funds needed for this project.

Motion by: A. Plechash to spend up to \$33,000 for a digital climate control system as presented in Nash’s handouts.

Seconded by: V. Katz.

Verbal Vote: Passed unanimously.

6. **For Information:** Arts High School (AHS) update. (Page 9 in the May Board booklet.)

Highlights from AHS Director Alice Woog's report:

- a. 260 PCAE students and their guests attended the PCAE GALA (end-of-year dance party celebration) on Friday evening, April 24.
- b. The updated admissions numbers for the 2009-2010 school year are:

	<u>Incoming /New Students</u>	<u>Returning Students</u>	<u>Total Per Class</u>
Juniors:	127		127
Seniors:	48	116	164
<hr/>			
Total Students (as of 05/14/09):	175	116	291

- c. For the 2009-2010 school year, literary arts instructor John Colburn and social studies instructor Joao Bichinho (on leave for the 2008-2009 year) will return to AHS. Chemistry teacher Erin Strauss has requested (and has been granted) a one-year extension of her leave of absence to continue professional development activities at the Science Museum. This year, French teacher Trina Keller replaced Jennifer Brandt, who resigned at the end of the previous year. Keller will return for the next school year, and music teacher Matt Mayfield will take a one-year leave of absence for a professional development opportunity at the Minneapolis Community and Technical College.
- d. Staff training will take place on August 20 in use of the TIES Computer System for Student Management, Registration, Records, and the Parent Portal.
- e. Marla Riemer is a finalist in the Administrative Assistant of the Year contest sponsored by the Minnesota Association of School Boards. The winner will be announced in August.

7. **For Information:** The National Endowment for the Arts (NEA) has notified PCAE administration that the Center has been tentatively awarded a \$18,000 grant to support a summer Anchor Work-in-the-arts workshop for Minnesota teachers.

(The agenda for this meeting erroneously indicated a handout would be distributed at the meeting.) PDR Director Mike Hiatt touched upon a number of items as he provided a verbal update in addition to the information about the NEA grant:

- a. The grant falls under NEA's Learning in the Arts program (LITA). The visiting artist for the workshop will be Heritage Fellow in the Folk & Traditional Arts, Kevin Locke, a Native American dance artist.

The professional development goal of the workshop is to increase arts educator capacity to help students meet the new K-12 Minnesota academic standards in the arts. The workshop will take place at PDR's campus building during the first week of August 2009.

- b. PDR's Diane Aldis and Barbara Cox are about to roll out an online development and dissemination project titled "Understanding World Cultures: Sowu Dance." The Internet address for this project will be published electronically tomorrow*. The project has involved distance learning between the Perpich Center and Ellis Middle School in Austin, MN. Perpich Center received a \$25,000 grant from Learning Innovations Council in support of this project.
 - * The Internet address: http://www.pcae.k12.mn.us/pdr/pdr_news.html (This information, disseminated the day after the Board meeting, has been included here for reader convenience.)
- c. On May 11, the Fifth Congressional Art Show was hosted at PCAE in collaboration with Congressman Keith Ellison. 46 art pieces from 18 different schools throughout the 5th district—including AHS—were recognized. The Perpich Foundation provided financial support for the program as well.
- d. On May 16, PCAE, in collaboration with the MN Dept. of Education, will recognize Scholars of Distinction in the areas of math, science, applied geography and theater. Eight students will be acknowledged in theater—four students with *scholar* designation and four students with *honorable mention*. The Perpich Foundation provided financial support for the program in the form of scholarships for students.
- e. Congratulations to staff members Byron Richard and Diane Aldis on recently receiving advanced degrees. Byron received a Ph.D. in Dance from Temple Univ., with emphasis on dance education. Diane received a Master of Arts in Education at Bemidji State University, with emphasis on dance education and technology.

8. **For Information:** Agency update.

S. Mackert congratulated a number of individuals on achieving various milestones:

- a. PDR staff Diane Aldis and Byron Richard, have received advanced post-secondary degrees (please see page 4 of these minutes, agenda item 7, sub-item *b* for more information).
- b. Board member Alex Plechash has been appointed and installed as a trustee of the U.S. Naval Academy in Annapolis.
- c. Assistant to the Director of AHS Carlo Galeazzi has been accepted as an Ed.D. student in a program in educational administration at the U of M.
- d. AHS Junior Matt Lasky created the winning T-shirt design for the Golden Valley Days celebration.

Mackert reported that Dr. Paulson attended a luncheon sponsored for arts educators/organization leaders by the U of M Regents/President. An admissions director complimented AHS students, stating they are well prepared for college.

Mackert expressed appreciation for the work of the Center staff and members of the management team. She complimented staff for their handling of the recent electrical problems, which required evacuating all buildings and making arrangements for dorm students to locate alternative housing for one night. Other highlights include:

- a. Management (Center directors) and the Board (S. Mackert and A. Plechash) meet regularly on alternate Tuesdays as the Programmatic Leadership Team.
- b. To proactively prepare for the possibility of an H1N1 (swine flu) pandemic, school administration is in the process of updating the Center's crisis plan.

9. **For Information:** Update on activities relating to the current legislative session.

Board Chair Sue Mackert spoke in place of Sr. Director of Policy Pam Paulson, who was unable to attend the meeting. Positive feedback about the Perpich Center has been received from contacts in the Governor's offices, legislators and other key leaders.

- a. On May 12, the Education Conference Committee passed their bill out of committee. The bill includes the Perpich Center continuing as a state agency with full appropriation for each year of the next biennium.
- b. The Senate Arts Education Working Group recommended funding from the Legacy Constitutional Amendment Fund for a special project to be developed by the Perpich Center. Discussion took place with the full Senate E-12 Education Budget Division where moving testimony was given by members of the committee. Support of the Perpich Center was strong and generous. The project involves planning and implementing a pilot project for integrating arts throughout curriculum in schools.

The Senate Economic and Housing Budget Division approved a bill that included funding for the Perpich Center. A conference committee is working on reconciling differences between the Senate and House versions of the bill.

Legislative activities will continue to be monitored until the end of the session.

10. **For Information:** Public Comment at approximately 4:30 pm.

Marilyn Holme spoke about difficulties students with ongoing health issues may have in completing coursework requirements on campus. She stated that alternative options were needed. S. Mackert thanked her for bringing this issue forward.

11. **For Information:** Update on compliance and resolution of issues identified in the 2003-2007 Legislative Audit Report for the Center.

Nedra Fitzloff-Meyer, Administrative Management Director, referred those present to her compliance report on pages 11-14 of the Board booklet. Afterward, on a different subject, she noted the extensive construction work that had begun around campus, and indicated that there are adequate funds to cover the work, which has been explored and planned for over a year.

12. **For Information +/-or Action:** Committee reports.

Personnel Committee Chair Virginia Katz initiated discussion of a topic under recent consideration by the Personnel Committee. At the April 2009 Board meeting when searching for a new executive director was first mentioned, members spoke in terms of soon searching for, and hiring an interim director (to maintain smooth, daily operation of the Center), followed by a search and the hiring of a permanent director (to maintain daily operations as well as bring future visioning, direction and achievement).

In Committee, they talked about the timing and nature of publicizing each search, and the desire to possibly clarify that candidates could apply only for one position—either interim or permanent. Although the initial assumption was that people interested in either position were two distinct populations, discussion at the May 14 Board meeting introduced other possibilities and questions:

- a. What if the search identified an applicant for interim director who would be an ideal permanent director?
- b. If searching for an interim candidate takes longer than expected or is not fruitful, would the Board have lost time by not already searching for a permanent director?
- c. Given the current state budget crisis, is it wise to apply resources to train an interim leader, and then to repeat the process for a permanent one?
- d. It is clear that PCAE is operating smoothly with the interim arrangement of the Board's executive committee serving in place of an executive director. Perhaps an interim director is not as necessary as originally thought.

Based on these concerns and considerations, the Board advised Personnel Committee to strongly consider focusing on a single search, for a permanent executive director.

13. **For Action:** A program audit for PCAE.

M. DiBlasio made a motion to authorize an immediate programmatic audit of PCAE programs. The motion failed for lack of a second.

14. **Adjournment:** by S. Mackert.

Motion by: D. Biagini to adjourn at 5:22 pm.

Seconded by: A. Gallant.

Verbal Vote: Passed unanimously.

Perpich Center for Arts Education (PCAE)
Board of Directors
Board Meeting Minutes
for June 11, 2009
3:00 PM in the Glassbox of the GAIA (PDR) Building

1. Call to Order.

Board Chair Sue Mackert called the meeting to order at 3:04 pm.

2. Roll Call and Introductions.

Present: Board members Peter Adolphson, Bari Amadio, Denis Biagini, Margaret “Maggie” DiBlasio, Ardythe “Ardie” Gallant, Roberta Jones, Virginia Katz, Susan “Sue” Mackert, Alex Plechash, Dorothy Suomala, Howard Wilson, and KaiMay Yuen-Terry; and Executive Assistant Steve Greenberg.

Excused: Board members Penny Johnson and Sonja Peterson.

Guests: Graduated seniors from the AHS Class of 2009 Allyssa Kaiser, Daniel Lebowitz, Ryland Marsh, and Sam Pearson.

3. **For Action:** Call for modifications to the agenda for this meeting (June 11), followed by a request for approval of the agenda.

Motion by: A. Plechash to approve the agenda with this change:

Move item 12 in front of item 6 and renumber the items after it to accommodate the schedule of PDR staff.

Seconded by: B. Amadio.

Verbal Vote: Passed unanimously.

4. **For Action:** Call for approval of the minutes from the May 14, 2009 Board meeting (pages 1-6 in the June Board booklet).

Motion by: P. Adolphson to approve the minutes for the 05/14/09 meeting as submitted in the June Board booklet.

Seconded by: A. Gallant.

Verbal Vote: Passed unanimously.

5. **For Information:** PCAE Financial Report for the June 2009 Board meeting (pages 7-9 in the June Board booklet).

Accounting Officer R. Hoffman and Budget & Finance Chair A. Plechash noted that the Center’s finances—budgeted vs. expended—are in satisfactory condition, and there will be some funds from the ending budgeted biennium (2008-2009) remaining to spend on some needs that came up during the biennium but were not included in the official biennium budget.

6. **For Action:** A request to approve granting \$24,000—\$8,000 to be paid out over two years to each of three selected schools—for PDR’s 2009-2011 CAPP program (pages 21-24 in the June Board booklet).

Motion by: P. Adolphson to approve granting the funds as described above.

Seconded by: H. Wilson.

Verbal Vote: Passed unanimously.

7. **For Information:** AHS update and presentation by AHS students of some noteworthy events that reflect some of their Perpich experience.

AHS Director Alice Woog referred those present to pages 11-12 in the June Board booklet, and added that faculty pre-school workshops in August will include a health presentation by school nurse Nancy Killian, and a mental health presentation by school social worker Ricardo Solomon. As her last day at the Center is June 30, Woog thanked the Board for their support over the past two years.

Three graduates from the Class of 2009 each took a few minutes at this time to present or talk about their art and future plans:

- a. Allyssa Kaiser, Media Arts, will attend a program at Syracuse University in Syracuse, New York during the summer.
- b. Ryland Marsh, Literary Arts, will attend Loyola University in Chicago this fall to study cultural anthropology.
- c. Sam Pearson, Theater, will begin the 3-year Guthrie internship program this fall.

8. **For Information & Action:** Personnel Committee update on searching for executive leadership.

Personnel Committee Chair V. Katz noted that PCAE will be posting the opening for an executive director. She pointed out that the updated position description (PD) for Perpich’s executive director (pages 13-18 of the June Board booklet) has a much expanded section “Knowledge, Skills and Abilities” beginning on page 5 of the PD.

Motion by: V. Katz to approve the recently updated PD for executive director.

Seconded by: D. Suomala.

Verbal Vote: Passed unanimously.

The position announcement (PA; on page 19 of the June Board booklet) reflects some updates from the previous (2005) search for an executive director.

Motion by: P. Adolphson to approve the PA for executive director, with the “Board review of applications” beginning on Aug. 14, 2009 instead of Aug. 1.

Seconded by: S. Suomala.

Verbal Vote: Passed unanimously.

9. **For Action:** At 4:00 pm, the Board of Directors will meet in executive (closed) session with Assistant Attorney General Gary R. Cunningham to discuss an update of a litigation and settlement matter.

Motion by: D. Biagini to move the Board of Directors into executive session with Assistant Attorney General G. Cunningham.

Seconded by: B. Amadio at 4:02 pm. **Verbal Vote:** Passed unanimously.

Motion by: A. Plechash at 4:37 to move out of executive session and reconvene the public Board meeting.

Seconded by: V. Katz. **Verbal Vote:** Passed unanimously.

10. **For Information & Action:** Report on the executive session.

The public meeting reconvened at 4:41 pm.

During the executive session, the Board reviewed the terms of the settlement between PCAE and former executive director Nathan Davis.

Motion by: P. Adolphson to ratify the settlement between Perpich Center for Arts Education and former executive director Nathan Davis.

Seconded by: K. Yuen-Terry. **Verbal Vote:** Passed unanimously.

Motion by: D. Biagini to rescind the termination of Davis and allow his resignation effective June 9, 2009.

Seconded by: M. DiBlasio. **Verbal Vote:** Passed unanimously.

11. **For Action:** Request Board approval to add Roberta Jones to the Personnel Committee.

Motion by: B. Amadio to make R. Jones a member of the Personnel Committee.

Seconded by: A. Gallant. **Verbal Vote:** Passed unanimously.

12. **For Information:** Update on activities relating to the 2009 legislative session.

P. Paulson and Legislative Liaison Committee Chair P. Adolphson indicated that the Center appears to be at the same funding level as in the previous biennium.

- a. The Center is forwarding requests now for the capital bonding funding cycle. P. Adolphson stated that the agency will only forward those requests that focus on issues of health, safety, or security.
- b. Legislators initiated efforts to secure some of the Legacy Funds for the Center to integrate arts education across the curriculum in Minnesota schools.
- c. Paulson thanked the team of S. Mackert; M. Hiatt; and Shep Harris of Fredrickson & Byron, PA for their countless hours on the hill, which have proved so successful.
- d. Mackert thanked P. Adolphson, Alex Plechash, and other Board members, as well as the Perpich Foundation for support during this legislative session.

13. **For Information and Action:** Agency update.

S. Mackert noted:

- a. Center administration is currently in negotiations with bargaining units that

represent PCAE employees.

- b. Members of the AHS Graduating Class of 2009 have received numerous awards and scholarships in such areas as chemistry, physics, jazz, and film.
- c. Operations at PCAE are running smoothly. Mackert thanked and praised the management team, financial staff, and SmART representatives for their hard work and dedication.
- d. Mackert is recommending that the AHS Director position be filled on an interim basis by current AHS Assistant Director Carlo Galeazzi.
 - i. Galeazzi has a Minnesota school administrator's license.
 - ii. When the new executive director seeks a permanent AHS Director, Galeazzi may apply for the position.

Motion by: A. Plechash to appoint Carlo Galeazzi to the position of AHS Director.

Seconded by: D. Suomala.

Verbal Vote: Passed unanimously.

14. **For Information:** Update on compliance and resolution of issues identified in the 2003-2007 Legislative Audit Report for the Center.

N. Fitzloff-Meyer referred those present to pages 25-26 in the June Board booklet, and noted that the Center is contracting with TIES, a well-known organization that serves government entities. TIES will provide a new financial management system and is being utilized for numerous operational functions, including student courses registration.

15. **For Information +/-or Action:** Executive Director / Board committee reports.

Nobody had anything to add at this time.

16. **For Information:** Public Comment.

Nobody present wished to speak at this time.

17. **Recognition:** of exiting Board members Penny Johnson, Sonja Peterson, and Howard Wilson, and of the reappointment of Roberta Jones to serve a second term on the PCAE Board.

S. Mackert presented a framed certificate to H. Wilson and displayed similar certificates for P. Johnson and S. Peterson (who were unable to attend this meeting) in appreciation of their service to PCAE and the State of Minnesota. Those present applauded.

18. **Adjournment:** by S. Mackert.

Motion by: D. Suomala to adjourn at 5:05 pm.

Seconded by: D. Biagini.

Verbal Vote: Passed unanimously.