

**Board of Directors Regular Meeting  
Thursday, September 13, 2012 - 3:00 – 3:30 p.m.  
Perpich Center, Gaia Building – Glass Box Conference Room**

Approved – MINUTES - Approved

Following recitation of the Pledge of Allegiance, Board Chair Todd Liljenquist called the meeting to order at 3:04 p.m.; secretary present.

Present: B. Amadio, B. Crutcher, S. Daly, A. Gallant, R. Jones, T. Liljenquist, P. McNally, M. Weaver West

Excused: P. Adolphson, J. Carey, N. Paddleford, A. Plechash

**For Action:** Approval of Consent Agenda, the text of items approved by consent follows –

- I. Approval of the Minutes, Board of Directors Regular Meeting, June 14, 2012
- II. Acceptance of Agency Budget and Financial Report
- III. Resolution for Membership in the MN State High School League, SY2012-2013
- IV. Approval of a special meeting of the Perpich Center for Arts Education Board of Directors with guest members of the Perpich Foundation Board of Directors

A motion to approve the Consent Agenda was provided by M. Weaver West, second by B. Amadio. The vote was taken by Roll Call with members Amadio, Crutcher, Daly, Gallant, Jones, McNally and Weaver West voting in favor. No members voted against.

**Adjournment**

Having concluded the business represented by the agenda for the September meeting of the Perpich Center for Arts Education Board of Directors, a motion to adjourn was received of Member Crutcher at 3:17 p.m.; Member Weaver West offered a second to the motion. Chair Liljenquist requested a vote of the members by voice and the motion was approved unanimously.

**Board of Directors Special Meeting**  
**Thursday, September 13, 2012 - 3:30 – 5:00 p.m.**  
**Perpich Center, Gaia Building – Glass Box Conference Room**

**SPECIAL MEETING MINUTES**

Board Chair Todd Liljenquist called the special meeting to order at 3:30 p.m.; secretary present.

Present: B. Amadio, B. Crutcher, S. Daly, A. Gallant, R. Jones, T. Liljenquist, P. McNally, M. Weaver West

Excused: P. Adolphson, J. Carey, N. Paddleford, A. Plechash

**For Information**

Following a brief welcome by the Board Chair, guests from the Perpich Foundation were introduced to all present.

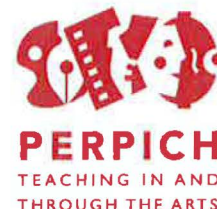
Executive Director Mackert provided a special presentation providing information on Operational and Programmatic Internal Controls; a copy of the presentation is included with the public record.

Following the Executive Director's presentation, Foundation President L. Henning addressed members of the Board to invite their attendance and participation at the Perpich Foundation's "Big Event" fundraiser on October 27, 2012.

**Adjournment**

Having fulfilled the agenda of the Special Meeting, a motion to adjourn was received from Member Crutcher at 4:48 p.m.; Member Daly provided a second. Chair Liljenquist requested a vote of the members by voice and the motion was approved unanimously.

Submitted: Lon Lamprecht, Board Secretary



**Board of Directors Regular Meeting  
Thursday, September 13, 2012 - 3:00 – 3:30 p.m.  
Perpich Center, Gaia Building – Glass Box Conference Room**

Call to Order – Todd Liljenquist, Board Chair

Pledge of Allegiance

Roll Call

**CONSENT AGENDA (ACTION – Roll Call Vote)**

The consent agenda consists of non-controversial items the Board may adopt routinely. Any single member may remove an item from the consent agenda by requesting removal at the time the consent agenda is moved for adoption. The text of items to be approved by consent follows.

- I. Approval of the Minutes, Board of Directors Regular Meeting, June 14, 2012
- II. Acceptance of Agency Budget and Financial Report
- III. Resolution for Membership in the MN State High School League, SY2012-2013
- IV. Approval of a special meeting of the Perpich Center for Arts Education Board of Directors with guest members of the Perpich Foundation Board of Directors

**Adjournment**

**Board of Directors Special Meeting  
Thursday, September 13, 2012 - 3:30 – 5:00 p.m.  
Perpich Center, Gaia Building – Glass Box Conference Room**

**SPECIAL MEETING AGENDA**

Call to Order – Todd Liljenquist, Board Chair

- I. Welcome – T. Liljenquist, Board Chair
- II. Introductions – Sue Mackert, Executive Director
- III. Special Presentation – Operational and Programmatic Internal Controls, S. Mackert, Executive Director
- IV. Perpich Foundation “Big Event” – S. Mackert, Executive Director

**Adjournment**

Minnesota State High School League  
2100 Freeway Boulevard  
Brooklyn Center, MN 55430-1735  
763-560-2262 Fax: 763.569.0499 www.mshsl.org

**2012-2013 RESOLUTION FOR MEMBERSHIP  
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

**RESOLVED**, that the Governing Board of School District Number 1000-76 County of Hennepin, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

**FURTHER RESOLVED**, that the high school(s) listed below (name all high schools in the district):

Perpich Arts High School \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

is/are authorized by this, the Governing Board of said school district or school to:

1. \_\_\_\_\_ Make new application for membership in the Minnesota State High School League;  
School Enrollment (9-12): \_\_\_\_\_  
**OR;**  
\_\_\_\_\_ Renew its membership in the Minnesota State High School League; and,
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

**FURTHER RESOLVED**, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representative identified by the Governing Board.

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
Clerk/Secretary - Local Governing Board Superintendent or Head of School

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

District Office Address, City, Zip: \_\_\_\_\_

School Superintendent's Phone: \_\_\_\_\_ School Superintendent's Email: \_\_\_\_\_

**RETURN ONE COPY TO THE MSHSL NOT LATER THAN SEPTEMBER 1, 2012**  
**Retain one copy for the school files.**

Perpich Center for  
Arts Education  
Financial Report  
July 1, 2012 through  
Aug 30, 2012

<u>Description</u>	<u>FY 2012 Spent</u>	<u>FY 2013</u>		<u>Percent Spent</u>	
		<u>Current Budget</u>	<u>YTD Spent</u>		<u>Available</u>
<u>General Fund</u>					
Personnel Costs	\$5,141,079	\$5,366,800	\$388,643	\$4,978,157	7%
Maintenance, Utilities & Related	0	0	0	0	#DIV/0!
Professional Technical	0	0	0	0	#DIV/0!
Communications, Supplies, Travel	1,261,947	1,361,200	142,269	1,218,931	10%
Other Operating	0	0	0	0	#DIV/0!
Grants	0	0	0	0	#DIV/0!
Total General Fund	\$6,403,026	\$6,728,000	\$530,912	\$6,197,088	8%
<u>Special Revenue Fund</u>					
Personnel Costs	\$285,982	\$345,500	\$7,462	\$338,038	2%
Maintenance, Utilities & Related	0	0	0	0	#DIV/0!
Professional Technical	0	0	0	0	#DIV/0!
Communications, Supplies, Travel	453,021	376,850	29,971	346,879	8%
Other Operating	0	0	0	0	#DIV/0!
Total Special Revenue Fund	\$739,003	\$722,350	\$37,433	\$684,917	5%
<u>Arts and Cultural Heritage Fund</u>					
Personnel Costs	\$223,900	\$275,500	\$33,785	\$241,715	12%
Space Rental, Utilities & Related	0	0	0	0	#DIV/0!
Professional Technical	0	0	0	0	#DIV/0!
Communications, Supplies, Travel	183,765	1,003,335	21,995	981,340	2%
Other Operating	0	0	0	0	#DIV/0!
Total Arts and Cultural Heritage Fund	\$407,665	\$1,278,835	\$55,780	\$1,223,055	4%
<u>Federal Fund</u>	\$0	\$0	\$0	\$0	0%
<u>Gift and Donation Fund</u>					
Maintenance, Utilities & Related	\$0	\$0	\$0	\$0	0%
Professional Technical	0	0	0	0	0%
Communications, Supplies, Travel	0	0	0	0	0%
Other Operating	0	0	0	0	0%
Grants	0	0	0	0	0%
Total Gift and Donation Fund	\$0	\$0	\$0	\$0	0%
Total All Funds	\$7,549,694	\$8,729,185	\$624,125	\$8,105,060	7%

Major Fund Balances:

<u>Fees collected to date</u>	\$93,585	Special Rev Fund	12%
	\$6,728,000	General Fund	
	\$0	Federal Fund	
	\$850,000	Arts & Cultural Heritage	
	\$0	Gift Fund	



Minnesota State High School League  
2100 Freeway Boulevard  
Brooklyn Center, MN 55430-1735  
763-560-2262 Fax: 763.569.0499 www.mshsl.org

**2012-2013 RESOLUTION FOR MEMBERSHIP  
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

**RESOLVED**, that the Governing Board of School District Number 1000-70 County of Hennepin, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

**FURTHER RESOLVED**, that the high school(s) listed below (name all high schools in the district):

Perpich Arts High School \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

is/are authorized by this, the Governing Board of said school district or school to:

1. \_\_\_\_\_ Make new application for membership in the Minnesota State High School League; School Enrollment (9-12): \_\_\_\_\_  
OR:  
☒ Renew its membership in the Minnesota State High School League; and,
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

**FURTHER RESOLVED**, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representative identified by the Governing Board.

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

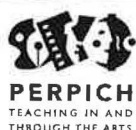
Signed: Lon Lamprecht  
Clerk/Secretary Local Governing Board

Signed: Todd Liljengren  
Superintendent or Head of School

Date: 9.13.2012

Date: 9/13/12

District Office Address, City, Zip: \_\_\_\_\_



**Perpich Center  
6125 Olson Memorial Hwy  
Golden Valley MN 55422**

School Superintendent's Phone: 763.591.4200

School Superintendent's Email: c/o lon.lamprecht@pcae.k12.mn.us

**RETURN ONE COPY TO THE MSHSL NOT LATER THAN SEPTEMBER 1, 2012**  
**Retain one copy for the school files.**

## Perpich Internal Controls 2012



**PERPICH**

TEACHING IN AND  
THROUGH THE ARTS

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## A message from MMB

"As public stewards, we feel the responsibility for protecting and using state resources wisely. We have a variety of tools to get the job done, from written policies to the new accounting and procurement system...Ethical behavior... (has) the biggest impact on our organizations' ability to protect resources and effectively use them."

Commissioner Jim Schowalter

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## Internal Controls

The internal controls structure was effected by management to provide reasonable assurance that the Perpich Center could achieve objectives for:

- Operational efficiency
- Safeguarding assets
- Reporting reliability and accuracy
- Compliance with state and agency regulations

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## MMB-supported program

- Incorporates best of the Sarbanes-Oxley Act – requiring CEOs and CFOs to certify the effectiveness of internal controls
- Guidance from sponsoring organizations, including:
  - FCPA
  - GAAP
  - Treadway Commission
  - The Committee of Sponsoring Organizations
  - Control Objectives for Business and IT

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## Components Identified

- Culture / Control Environment
- Risk Assessment
- Control Activities
- Information and Communication
- Monitoring / Risk Management



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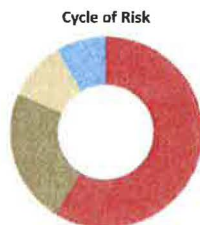
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## Survival mode 2010-2011



- Risk Assessment (59%)
- Internal Controls (23%)
- Risk Management (10%)
- Monitor (9%)

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## Ward Associates Report 2008:

"The culture is one of resistance to change and to authority. There have been no rules for a long time. Instead, it's all about personalities in the absence of shared vision, values and principles. Leaders as well as staff operate as individual mavericks. There's no healthy system in operation. There's resistance to creating a cohesive system due to fear that it will curtail individual freedom."

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## Culture / Control Environment

- History of inadequate controls
- 2008 audit – 17 Findings
- Operating under threat of shutdown
- High managerial staff turnover
- Loss of state/national standing
- Erosion of ethical practices

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## Risk Assessment Committee

### Members:

Executive Director  
Admin Management Director  
Senior Policy Director  
Communications Director  
Arts High School Director  
Outreach Director  
Human Resource Director

### Representatives from:

Finance  
Information Technology  
Security and Maintenance  
Professional Staff  
Student Services  
Support Staff

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## Identifying risks

- Strategic
- Operations
- Reporting
- Compliance

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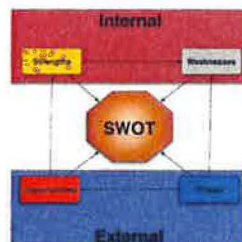
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## Tools to identify risks

- SWOT Analyses
- Surveys
- Employee meetings
- Board committees
- Policies & procedures
- Audits / mock crises
- Union contracts
- Training / conferences



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## Tools to identify risks

- Annual planning
- Management
- Situational debriefing
- External assessment
- Vendor assessment
- Research
- Managerial meetings
- Inventory review



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## Proactive measurements

- Conduct detailed fact-finding inquiries and inspections
- Interview decision-makers
- Determine exposure of loss / liability
- Review financial documents and state/agency policies



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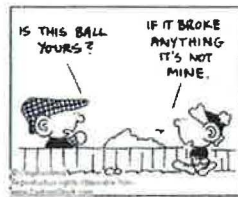
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## Proactive measurements

- Review contracts; leases
- Review security reports
- Review records – OSHA, EEOA
- Review insurance claims
- Review school policies (NDE PPSA)
- Review governance



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## Check/Balance Systems

### Reporting requirements:

#### MMB

- Annual Internal Controls Report & Certification
- Quarterly AR
- Annual Spending Plan
- Encumbrance Certification Report
- Verification of Agency User Access to SWIFT & SEMA4
- Biennial Budget / Capital Bonding
- Agency Narrative
- Affirmative Action Report
- Executive Budget Officer
- Internal Controls Roundtable

#### Administration

- Annual Plan Agreement
- Annual Facility Condition Audit
- Commodity Contracts
- Lease Agreements
- Grants Contracts
- Professional/Technical Contracts
- Risk Management – Insurance
- SmART

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## Check/Balance Systems

### MDE

- MN Automated Reporting Student Systems (MARSS)
- Staff Automated Reporting (STAR)
- Annual Discipline
- MN Student Survey
- Special Ed – numerous
- Claim for Reimbursement – Food & Nutrition
- Claim for Reimbursement – Special Education
- Board of Teaching
- Family Educational Rights & Privacy Act (FERPA)
- Minnesota Government Data Practices Act (MGDPA)
- Fair Pupil Dismissal Act




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## Check/Balance Systems

### OET / MN.IT

- Semi-Annual EYMS IP-360 Certification Authorization
- Comprehensive IT Service Level Agreement

### Attorney General's Office

- Contracts Review
- Student Handbook Review
- Admissions Policies Review
- General counsel

### Secretary of State

- Board Vacancies
- Certificates of Authorization




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## Check/Balance Systems

### Local Government



- Golden Valley Police
- Golden Valley Fire Dept.
- Golden Valley City Council
  - Golden Valley Planning
  - Golden Valley Park & Rec
- Hennepin County Library
- Hennepin County
  - Dorm license
  - Health inspection
- Local healthcare providers

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**Board of Directors Regular Meeting  
Thursday, October 11, 2012 - 10:00 – 10:45 a.m.  
Senate Hearing Room 123,  
State Capitol Building  
75 Rev. Dr. Martin Luther King Blvd  
St. Paul MN 55155**

**Approved – MINUTES - Approved**

Following recitation of the Pledge of Allegiance, Board Chair Todd Liljenquist called the meeting to order at 10:11 a.m.; secretary present.

Present: P. Adolphson, E. Biel, J. Carey, B. Crutcher, S. Daly, T. Liljenquist, P. McNally, M. Weaver West

Excused: B. Amadio, A. Gallant, R. Jones, N. Paddleford, A. Plechash

Introduction: Executive Director Mackert introduced new Board Member Eunice Biel.

**For Action:** Approval of Consent Agenda:

- I. Approval of the Minutes, Board of Directors Regular Meeting, September 13, 2012 and Board of Directors Special Meeting, September 13, 2012
- II. Acceptance of Agency Budget and Financial Report, period end September 30, 2012
- III. Acceptance of Board Development Committee Report of June 14, 2012

A motion to approve the Consent Agenda was received of P. Adolphson, second by J. Carey. The vote was taken by Roll Call with members Adolphson, Biel, Carey, Crutcher, Daly, McNally and Weaver West voting to approve. No members voted against.

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

Executive Director Mackert provided a report on agency activities.

**Adjournment**

Having concluded business represented by the Agenda for the October meeting of the Perpich Center for Arts Education Board of Directors, a motion to adjourn was received of Member Crutcher at 10:41 a.m., Member McNally offered a second. Chair Liljenquist requested a vote of the members by voice and the motion was approved unanimously.

Submitted: Lon Lamprecht, Board Secretary

**Perpich Center Board of Directors minutes approved December 13, 2012.**





**Board of Directors Regular Meeting**  
**Thursday, December 13, 2012 - 3:00 – 5:00 p.m.**  
**Perpich Center, Gaia Building – Glass Box Conference Room**

**Approved – MINUTES – Approved**

Following recitation of the Pledge of Allegiance, Board Chair Todd Liljenquist called the meeting to order at 3:10p.m; secretary present.

Present: P. Adolphson, B. Amadio, E. Biel, J. Carey, B. Crutcher, A. Gallant, R. Jones, T. Liljenquist, N. Paddleford, A. Plechash, M. Weaver West

Excused: S. Daly, P. McNally

**Amendment to the Agenda:** on recognition by the Chair, the Secretary introduced an amendment to the agenda requesting action on behalf of the Executive Director for a resolution by the Board that provides instruction to proceed with a Letter of Intent regarding Crosswinds School. A motion to adopt the amendment to the agenda was received of Member Weaver West, second provided by Member Amadio. On a Roll Call vote, the following members voted for amending the agenda: P. Adolphson, B. Amadio, E. Biel, J. Carey, A. Gallant, R. Jones, A. Plechash, M. Weaver West, B. Crutcher. With nine votes in favor and no members voting against or abstaining, the motion passed and the Agenda was amended.

**Public Comments:** Members of the public in attendance were invited to provide comments or information they wished to share with the Board. No public attendees rose to speak.

**Board Member Announcements:** Board Members were invited to comment or share information with fellow Members and the Public on items unrelated to the agenda but of local or topical interest. The following members offered remarks: P. Adolphson, M. Weaver West, B. Crutcher, A. Plechash, B. Amadio, A. Gallant, R. Jones, J. Carey, E. Biel.

**For Action:** Approval of Consent Agenda:

- Approval of the Minutes, Board of Directors Regular Meeting, October 10, 2012
- Acceptance of Agency Budget and Financial Report

A motion to approve the Consent Agenda was received of Member Weaver West, second received from Member Jones. The vote was taken by Roll Call with members P. Adolphson, B. Amadio, E. Biel, J. Carey, B. Crutcher, A. Gallant, R. Jones, A. Plechash, M. Weaver West voting to approve; no members voted against, the motion passed.

**Perpich Center Board of Directors minutes approved January 10, 2013.**

**For Action:** Resolution of Direction to the Executive Director –

On a motion to adopt by Member Weaver West and with a second by Member Amadio, the following resolution language was put to a vote of the Board: “The Board of Directors of the Perpich Center for Arts Education directs the Executive Director to proceed with a Letter of Intent to the East Metro Integration District to explore potential governance of Crosswinds School recognizing our obligation to fulfill our financial and statutory obligations. Further the Board recognizes the synergy and strength of Crosswinds with the Perpich Center philosophy of bringing rural, urban and suburban students together in effective educational programs focused on teaching in and through the arts.” On a vote of the members by voice, the resolution was passed unanimously.

**For Action:** Committee Appointments – T. Liljenquist

- a. Confirmation to Nominations Committee seat; three year term expiring December 10, 2015 – Member N. Paddleford was recommended to fill the open committee seat; a motion to approve was received of Member Adolphson, second received of Member Carey. On a vote of the members by voice, the appointment was approved unanimously.
- b. Confirmation to Legislative Liaison Committee seat – Member E. Biel was recommended to fill an open committee seat; a motion to approve was received of Member Weaver West, second received of Member Amadio. On a vote of the members by voice, the appointment was approved unanimously.

**For Information:** Acceptance of Committee Reports

- a. Board Development – A. Gallant  
Committee Chair Gallant provided an update on board orientation material recommendations that have been provided to the Perpich Center communications staff. The committee will begin identification of additional topics where they can provide expertise. The report was accepted.
- b. Budget & Finance – P. McNally  
On behalf of the Committee Chair, Member Adolphson submitted the Finance departments’ report for the Month ending November 30, 2012. The report was accepted.
- c. Nominations – N. Paddleford  
Committee Chair Paddleford reported on the committees’ study for Chair and Vice Chair candidates. Nominees identified and presented for election as officers at the annual meeting are: Pierce McNally (Board Chair candidate) and Martha Weaver West (Board Vice Chair candidate). The report was accepted.

Board of Directors Regular Meeting  
Thursday, December 13, 2012 - 3:00 – 5:00 p.m.  
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**For Action:** Approval of Proposed Biennial Budget – P. McNally

On behalf of the Committee Chair, Member Adolphson submitted the Finance departments' biennial budget recommendation for approval of the board. A motion to approve the recommendations of the Finance department was received of Member Adolphson with a second from Member Weaver West. On a vote of the members by voice, the proposed biennial budget was approved unanimously.

**For Information:** Outreach Programs

Dr. Carla Hines and Jeff Pridie provided an update on Outreach Programs

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

Executive Director Mackert provided a report on agency activities.

**Adjournment**

Having concluded business represented by the Agenda for the December meeting of the Perpich Center for Arts Education Board of Directors, a motion to adjourn was received of Member Paddleford at 4:42p.m, Member Crutcher offered a second. Chair Liljenquist requested a vote of the members by voice and the motion was approved unanimously.



**Board of Directors Regular Meeting**  
**Thursday, January 10, 2013 - 3:00 – 5:00 p.m.**  
**Perpich Center, Gaia Building – Glass Box Conference Room**

**Approved – MINUTES – Approved**

Following recitation of the Pledge of Allegiance, Board Chair Todd Liljenquist called the meeting to order at 3:14p.m., secretary present.

**Present:** P. Adolphson, E. Biel, B. Crutcher, S. Daly, R. Jones, T. Liljenquist, P. McNally, A. Plechash, M. Weaver West

**Public Comments:** Members of the public in attendance were invited to provide comments or information they wished to share with the Board. No public attendees rose to speak.

**Board Member Announcements:** Board Members were invited to comment or share information with fellow members and the public on items unrelated to the agenda but of local or topical interest. No member rose to comment.

**For Action:** Approval of Consent Agenda:

- a. Approval of the Minutes, Board of Directors Regular Meeting, December 13, 2012
- b. Acceptance of Agency Budget and Financial Report, period end December 31, 2012
- c. Acceptance of Personnel Committee Report of December 13, 2012
- d. Acceptance of Legislative Committee Report of December 13, 2012

A motion to approve the Consent Agenda was received of Member Weaver West, second received of Member Adolphson. The vote was taken on a Roll Call with members Adolphson, Biel, Crutcher, Daly, Jones, McNally, and Weaver West voting for passage. No members voted against, the motion was approved.

**For Information:** ArtScience Update – Students and instructors of the ArtScience area provided an update on current activities and plans for moving ahead in the remainder of the school year.

**For Information:** Legacy Report – Pam Paulson reported on recent and current Legacy activities.

**Perpich Center Board of Directors minutes approved February 14, 2013.**

**For Information:** Labor Contract Status – Executive Director Mackert provided a brief update on recent activities.

**For Information:** Board Legislative Day at Capitol – the Board Secretary offered brief remarks on activities being planned for the Annual Meeting of the Perpich Board of Directors that will take place at the Minnesota State Capitol on February 14, 2013.

**For Information:** Executive Director's Report – Executive Director Mackert addressed members of the board with a report of Agency activities.

### **Adjournment**

Having concluded business represented by the Agenda for the January meeting of the Perpich Center for Arts Education Board of Directors, a motion to adjourn was received of Member Crutcher at 4:59p.m. On receiving a second from Member Weaver West, the Chair requested a vote of the members by voice and the motion to adjourn was approved unanimously.





**Perpich Center for Arts Education  
Board of Directors Annual Meeting  
Thursday, February 14, 2013 - 3:00 – 5:00 p.m.  
Minnesota State Capitol Building, Senate Hearing Room 318**

**Unapproved – MINUTES – Unapproved**

Following recitation of the Pledge of Allegiance, Board Chair Todd Liljenquist called the meeting to order at 3:16p.m.

**Present:** P. Adolphson, B. Amadio, E. Biel, J. Carey, S. Daly, T. Liljenquist, N. Paddleford, A. Plechash, M. Weaver West

**For Action:** Approval of Consent Agenda –

- a. Approval of the Minutes, Board of Directors Regular Meeting, January 10, 2013
- b. Approval of Academic Year 2013 – 2014 Student Fee Schedule
- c. Approval of correction to Executive Director Vacation Accrual
- d. Acceptance of Agency Budget and Financial Report, period end January 31, 2013
- e. Acceptance of Budget and Finance Committee Report of January 10, 2013

A motion to approve the Consent Agenda was received of Member Amadio, second received of Member Adolphson. The vote was taken on a Roll Call with members Adolphson, Amadio, Biel, Carey, Daly, Paddleford, and Plechash voting for passage. No members voted against, the motion was approved.

**For Information:** Review of Perpich Day at the Capitol –

Members offered brief recaps of meetings and visits that they had with Legislators during Perpich Day activities.

**For Action:** Election of Officers – N. Paddleford, Nominations Committee Chair presented the slate of candidates: for Chair – Pierce McNally; for Vice Chair – Martha Weaver West. Instructions for voting were provided including provision for write-in candidates. Ballots were passed out and members voted. On completion and tally of the ballot vote: nine members present, nine ballots recorded – for position of Chair, McNally received nine votes; for the position of Vice Chair, Weaver West received nine votes. Officers for the period of March 2013 through February 2014 are:

Board Chair Elect – Pierce McNally

Board Vice Chair Elect – Martha Weaver West

**For Action:** Board Meeting Calendar

A motion to repeat the 2012-2013 Board year number and schedule of Board Meetings in the 2013-2014 Board year was received of Member Weaver West, second by Member Paddleford. On a voice vote the motion was passed with all members in favor. The Board calendar for 2013-2014 is approved to consist of 8 meetings occurring on the second Thursday of the months following: 2013 – April, May, June, September, October, December, 2014: January, February.

**Perpich Center Board of Directors minutes are not final until approved.**

Board of Directors Regular Meeting  
Thursday, February 14, 2013 - 3:00 – 5:00 p.m.  
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**For Action:** Organizational meeting of Standing Committees – current/outgoing committee chairs convened their respective committees to organize member, select new committee chairs and, organize a calendar for committee meeting in the 2013–2014 Board year

Board Development –

Members: B. Crutcher, J. Carey, N. Paddleford, T. Liljenquist  
Committee Chair: To be determined  
Calendar: meetings scheduled Noon prior to Board meetings occurring April, June and October 2013

Budget & Finance –

Members: A. Plechash, M. Weaver West, P. Adolphson, S. Daly  
Committee Chair: A. Plechash  
Calendar: meetings scheduled prior to Board meetings occurring May, October and December 2013

Legislative Liaison –

Members: A. Plechash, E. Biel, M. Weaver West, P. Adolphson, S. Daly  
Committee Chair: P. Adolphson  
Calendar: meetings scheduled prior to Board meetings occurring May, October and December 2013

Personnel –

Members: B. Amadio, B. Crutcher, R. Jones, T. Liljenquist  
Committee Chair: B. Amadio  
Calendar: meetings scheduled prior to Board meetings occurring May, September and October 2013

**For Action:** A Resolution

Whereas the Board of Directors of the Perpich Center for Arts Education has appreciated the time, talent and wisdom that Member Ardie Gallant has given us during her tenure with the Perpich Center,  
It is resolved that the Board wishes her well in her new endeavors. She shall be missed. In Naval parlance – may you experience fair winds and following seas.

Motion to approve received of A. Plechash, second by B. Amadio; on a voice vote the resolution was approved unanimously.

**For Information:** Executive Director's Report – Executive Director Mackert provided members of the board with a report of Agency activities.

**Adjournment:** Having concluded business represented by the Agenda for the February meeting of the Perpich Center for Arts Education Board of Directors, a motion to adjourn was received of Member Adolphson at 4:49p.m. On receiving a second from Member Amadio, the Chair requested a vote of the members by voice and the motion to adjourn was approved unanimously.

**Perpich Center Board of Directors minutes are not final until approved.**



**Board of Directors Regular Meeting  
Thursday, May 2, 2013 - 3:00 – 5:00 p.m.  
Perpich Center, Gaia Building – Glass Box Conference Room**

**Approved – MINUTES – Approved**

**Pledge of Allegiance**

**Call to Order** – Pierce McNally, Board Chair

**Attending:** P. Adolphson, J. Carey, B. Crutcher, S. Daly, R. Jones, P. McNally, N. Paddleford, M. Weaver West

**Excused:** B. Amadio, E. Biel, T. Liljenquist, A. Plechash

**For Action:** Approval of Consent Agenda –

- a. Approval of the Minutes, Board of Directors Annual Meeting, February 14, 2013
- b. Acceptance of Agency Budget and Financial Report, period end March 31, 2013

A motion to approve the Consent Agenda was received of Member Weaver West, second received of Member Carey. The vote was taken by a call of the roll - members Paddleford, Adolphson, Crutcher, Weaver West, McNally, Daly and Carey voting in favor. No members voted against, the Consent Agenda is approved.

**For Information:** Board Chair McNally recognized Board Development Committee Chair Carey who announced that in accordance with the By-Laws, Article VI, Section 6.1, the Board Development Committee offers an amendment to Article III, Section 3.3 of the by-laws providing for the committee currently known as the Legislative Liaison committee to be renamed the Government Relations committee. Text of the proposed amendment will be provided to members for their consideration in advance of the next regular meeting.

**For Information:** Perpich/Luoyang Students: Diana Vega Vega, Haley Richter, and Sylvie Lockwood & Staff: Mary Harding, Kevin Clark - Cultural Understanding in Progress  
Perpich students and staff who traveled to Luoyang, Henan China on the March 2013 student exchange spoke about their experiences and learnings. Students also invited the Board Members to attend their presentation of Artist Responses to their experience during the Arts High School Resource time scheduled on Monday, May 6, 2013 at 9:40 a.m.

**For Information:** Crosswinds Update – Executive Director Mackert provided a brief introduction to EMID/Crosswinds parents Susan Larson, Mike Boguszewski and Eric Celeste. Each offered the Board their thanks and appreciation for the supportive effort relative to the Crosswinds school and all reiterated the continued interest in the potential for Perpich governance of the program.

**For Information:** PDR Update – Director of Professional Development and Research, Jeff Pridie shared progress made on mining and use of data from the statewide Arts Survey. The data resulting from the survey has been very valuable in determining programming by PDR and direction for school districts and regional centers.

**For Information:** Legislative Session Update – Committee Chair Adolphson supplied an update of action taken and progress on Bills currently before the Legislature that carry potential for agency impact.

**For Action:** Nominations Committee – Chair McNally solicited the interest of attending members to fill a vacancy on the Nominations Committee created by the retirement of Member A. Gallant from the Board. Member S. Daly offered to place his name in nomination. On a motion by the Chair to approve and with a second by Member R. Jones, a vote by voice was requested. All members attending voted in favor; Member Daly is confirmed to complete the Nominations committee term ending December 12, 2013.

**For Information:** Board Member Announcements – no member of the board rose to comment.

**For Information:** Executive Director's Report – Executive Director Mackert provided the Board with a report of agency activities.

**Public Comments** – No one of the public attendees rose to address the Board.

**Adjournment** - Having concluded business represented by the Agenda for the May meeting of the Perpich Center for Arts Education Board of Directors, a motion to adjourn was received of Member Crutcher at 5:03 p.m. Upon stating a second, the Chair requested a vote of the members by voice and the motion to adjourn was approved unanimously.

Lon Lamprecht  
Board Secretary

## Minutes

Board Development Committee

May 2, 2013

1:30p.m.

1. Review up-coming projects
  - a. Board Member Orientation Handbook
    - Reviewed current state; additional inclusions are possible following the end of the current legislative session
  - b. Board survey
    - Committee members are examining historical data of the previous survey and will continue conversation and planning at the next meeting
  - c. Admissions rules
    - Committee members are studying current Rules (Chapter 3600) for potential modifications or updates
  - d. Board agenda structure
    - On review of current structure and practices, the committee offers that no changes are necessary at this time and lays the topic over
  - e. Standing committee titles
    - The committee recommends an amendment to the bylaws to rename the standing committee known as the Legislative Liaison Committee. If approved by the Board of Directors, the name "Government Relations Committee" will replace the current committee title





**Board of Directors Regular Meeting**  
**Thursday, June 13, 2013 - 3:00 – 5:00 p.m.**  
**Perpich Center, Gaia Building – Glass Box Conference Room**

**Approved – MINUTES - Approved**

Following recitation of the Pledge of Allegiance, Board Chair Pierce McNally called the meeting to order at 3:01p.m.

**Attending:** P. Adolphson, E. Biel, J. Carey, B. Crutcher, S. Daly, T. Liljenquist, P. McNally, A. Plechash, M. Weaver West

**Excused:** B. Amadio, R. Jones, N. Paddleford

**For Action:** Approval of the Consent Agenda –

- a. Approval of the Minutes, Board of Directors Meeting, May 2, 2013
- b. Acceptance of Agency Budget and Financial Report, period end May 31, 2013
- c. Acceptance of Board Development Committee Minutes, May 2, 2013
- d. Resolution for Membership in the MN State High School League, SY2013-2014
- e. Amend Something Previously Adopted: title of the committee known as the Legislative Liaison Committee, re-titled as the Government Relations Committee

A motion to approve the Consent Agenda was received of Member Weaver West, second received of Member Liljenquist. The vote was taken by a call of the roll – members present voting in favor: Adolphson, Carey, Crutcher, Daly, Liljenquist, Plechash, Weaver West. No members voted against, the Consent Agenda is approved.

**For Information:** Budget and Finance Committee – Committee Chair Plechash provided an update on requests presented to and approved by the committee for contract awards, grant awards and the agency budget for Fiscal Year 2014. The committee recommends all to the Board for action.

**For Action:** Approval of contract awards to schools/districts participating in the Southeast Perpich Arts Integration Network of Teachers, school year 2013-2014 – P. Paulson

- a. McKinley Elementary School, Owatonna Public Schools
- b. LeRoy-Ostrander District
- c. La Crescent Middle School and High School, La Crescent-Hokah Public Schools
- d. John Adams Middle School, Rochester Public Schools
- e. Mabel-Canton School, Mabel-Canton Public Schools
- f. Sibley Elementary School, Albert Lea Area Schools
- g. Plainview-Elgin-Millville Community Schools (Elementary, Middle, and High Schools)
- h. Southland District
- i. Triton High School, Triton Public Schools
- j. Alden Conger School, Alden Conger Public School

Following a review and discussion, a voice vote on the action as recommended by committee was taken with all members voting in favor. The Southeast Perpich Arts Integration Network of Teachers contract awards are approved.

**For Action:** Approval of contract amendment and two-year extension; Legacy Project evaluator Wilson-Corbett-Noblit Associates

Following a review and discussion, a voice vote on the action as recommended by committee was taken with all members voting in favor. The Wilson-Corbett-Noblit Associates contract amendment and two-year extension is approved.

**For Action:** Approval of Regional Center Partner School Grants

- a. Duluth Regional Partner School
- b. Elk River Regional Partner School
- c. Albert Lea Regional Partner School
- d. Westbrook-Walnut Grove Regional Partner School

Following a review and discussion, a voice vote on the action as recommended by committee was taken with all members voting in favor. The Regional Center Partner School grant awards are approved.

**For Action:** Approval of K-12 Dance Grant School Grant awards

- a. Academia Cesar Chavez, St. Paul
- b. Atwater-Cosmos-Grove City District
- c. Evergreen Park World Cultures Community School, Brooklyn Center
- d. Moreland Arts & Health Science Magnet, West St. Paul
- e. Southside Family Charter School, Minneapolis
- f. Twin Cities German Immersion School, St. Paul

Following a review and discussion, a voice vote on the action as recommended by committee was taken with all members voting in favor. The K-12 Dance Grant School Grant awards are approved.

**For Action:** Approval of Agency Budget FY2014

Following a review and discussion, a voice vote on the action as recommended by committee was taken with all members voting in favor. The agency budget for fiscal year 2014 is approved.

**For Action:** Request to authorize the Executive Director and Board Chair to develop a management agreement with East Metro Integration District (EMID) and present to the Board for its review and approval

Executive Director Mackert provided an update on advancement of discussions relating to Perpich Agency management of the Crosswinds Middle School program operating within the East Metro Integration District. The Executive Director with Board Chair McNally request authorization by the Perpich Board of Directors for development of a management agreement contract with the East Metro Integration District that permits and defines the Perpich Center management of the Crosswinds Middle School for the 2013-2014 School Year. When completed a special meeting of the Perpich Board of Directors shall be called to provide review and request approval of the management agreement contract prior to enactment.

Following discussion, the request for authorization was moved by Member Weaver West with a second received of Member Crutcher. A voice vote on the action was called by the Chair and, with all members voting in favor, the **Perpich Board of Directors meeting minutes approved, Friday, July 12, 2013**

Board of Directors Regular Meeting  
Thursday, June 13, 2013 - 3:00 – 5:00 p.m.  
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Executive Director and Board Chair are authorized to develop a management agreement contract for the Crosswinds Middle School of the East Metro Integration District.

**For Information:** Executive Director's Report – Executive Director Mackert provided a report on activities of the Agency since the last meeting of the Board of Directors.

**For Information:** Board Member Announcements – no member of the Board rose to comment.

**For Information:** Public Comments – no member of the public attendees rose to comment.

**Adjournment:** Having concluded all business represented by the Agenda for the June meeting of the Perpich Center for Arts Education Board of Directors, a motion to adjourn was received of Member Plechash at 4:35p.m. On stating of a second, the Chair requested a vote of the members by voice and the motion to adjourn was approved unanimously.

Lon Lamprecht  
Board Secretary