

September 19, 1985

Minnesota School of the Arts Board

AGENDA

- I. Organization of the Minnesota School of the Arts Board & Resource Center
  - A. Background and History - Dan Loritz
  - B. 1984 Arts Education Task Force Findings - David Speer
  - C. Network of the Performing and Visual Arts Schools - Dan Loritz
    - 1. National meeting - Minneapolis
    - 2. Registration
  - D. Nominate and elect chair & vice chair
- II. Planning for staff support
  - A. Search process for Director and Resource Center Coordinator
  - B. Office rental
  - C. Core staff proposal
- III. Planning for Resource Center
  - A. Selection process for Resource Center Advisory Council
  - B. Timeline for selection process
- IV. Planning for Site Selection and Building Design
- V. Executive Committee Selection Process
- VI. Staff Report
  - A. Reception at Network Meeting
  - B. Work plan for the 1985-86 school year
  - C. Preliminary budget for the 1985-86 school year
  - D. Future meeting dates
  - E. Board expenses

MINUTES OF THE BOARD OF THE MINNESOTA SCHOOL OF THE ARTS AND RESOURCE CENTER

The September 19, 1985 meeting of the Board of the Minnesota School of the Arts and Resource Center was held in Suite 230 Park Office Building, 555 Park Street, St. Paul, Minnesota. Mr. Dan Loritz convened the meeting on September 19, 1985 at 9:25 a.m. with the following Board members in attendance: Roland Amundson, Marilyn F. Berg, Reginald T. Buckner, Owen R. Husney, Alexandra L. Jacobs, Margaret Marvin, Sarah Fields Nesson, Harry Sieben, Jr., Nancy B. Vollertsen, and Jon Wefald. Board members Jack R. Fena and Florence B. Grieve were seated later. Board members Gordon Bird, Mary Ingebrand-Pohlad and Ruth E. Roitenberg were absent.

ORGANIZATION OF THE BOARD OF MINNESOTA SCHOOL OF THE ARTS AND RESOURCE CENTER.

Background and History.

Mr. Dan Loritz from the State Department of Education was requested by Governor Perpich to provide staff assistance to the Board of the Minnesota School of the Arts and Resource Center until a Director for the Board is appointed.

The agenda for the meeting was reviewed.

Each Board member introduced himself/herself to the other Board members and observers.

Mr. Loritz presented background information and a historical perspective on activities leading to the current legislation which created the Board of Minnesota School of the Arts and Resource Center. A copy of the report to the Legislature by the Department of Education dated February, 1985 entitled "Arts Education Needs Assessment and Recommendations" was included in the meeting material.

1984 Arts Education Task Force Findings.

Mr. David Speer, Chair of the 1984 Arts Education Task Force, presented an overview of the Task Force's activities and its final report to the 1985 Legislature. Mr. Speer suggested that the Board may want to call upon the Task Force members for assistance in undertaking its responsibilities. A copy of the report to the Legislature by the Minnesota Arts Education Task Force dated January, 1985 was included in the meeting material.

Legislation Authorizing the Board.

The legislation authorizing the Board, Minnesota Statute 129c.10, was included in the meeting material. Mr. Loritz explained the establishment, composition, terms and compensation, powers and duties, and employees of the Board and the functions of the Resource Center as contained in the legislation. The state appropriation to the Board was also reviewed. The intent of the legislation is to provide money to begin planning for a School of the Arts and Resource Center

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which would enroll students in the fall of 1987 if funding is authorized by the Legislature. The Board is to report to the Legislature by February 1 of 1986 and 1987.

#### Network of the Performing and Visual Arts Schools.

The agenda for the annual meeting of the Network for the Performing and Visual Arts Schools to be held October 10-12, 1985 at the Holiday Inn in Minneapolis was shared with the Board members. A copy of the list of officers and members of the Network was included in the meeting material. Board members interested in registering for the conference were requested to contact Mr. Loritz. This would be a good opportunity for Board members to obtain an overview of current activities around the country.

Board members discussed the possibility of hosting a reception during the annual meeting of the Network on Thursday, October 10, from 4-6 p.m. or 5-7 p.m. The Board members supported the idea and requested Mr. Loritz to proceed with planning and organizing the reception.

#### Election of Chair and Vice Chair.

Mr. Loritz opened the floor for nominations for Chair. Mr. Amundson nominated Dr. Wefald. Mr. Sieben seconded the nomination. There were no further nominations. Mr. Loritz called for the vote. Dr. Wefald was unanimously elected Chair.

Dr. Wefald accepted the position of Chair and conducted the business for the remainder of the meeting. Dr. Wefald opened the floor for nominations for Vice Chair. Mr. Sieben nominated Ms. Roitenberg. Ms. Jacobs seconded the nomination. There were no further nominations. It was moved by Mr. Fena and seconded by Ms. Jacobs to close nominations. Ms. Roitenberg was unanimously elected Vice Chair.

The Board took a break at 10:30 a.m. Dr. Wefald reconvened the meeting at 10:45 a.m.

#### PLANNING FOR STAFF SUPPORT.

##### Search Process for Director and Resource Center Coordinator.

Mr. Loritz presented the options for conducting a national search for a Director and Resource Center Coordinator. The Board could request the State Department of Employee Relations to conduct a national search or it could engage the services of a private employee search firm. Ms. Vollersten requested that information on the national search process of the Department of Employee Relations be obtained and shared with the Board members. In addition, the Board could advertise for the positions at the national Network meeting. The search process for these two positions could be undertaken separately or

simultaneously. The position of Resource Center Coordinator is filled at the recommendation of the Director. The Director reports to the Board and the Resource Center Coordinator reports to the Director. Board members will be involved in the interviews and final decisions.

A motion by Ms. Berg, seconded by Ms. Vollersten, and carried that the search process be initiated through the Department of Employee Relations and that draft position descriptions be developed and shared with the Board prior to its next meeting on October 9.

#### Office Space.

Mr. Loritz investigated various office space options for the first year of operation of the Board and recommended that the Board consider entering into a one-year lease for office space at the Gallery Tower, 10th and St. Peter Streets in St. Paul. This space is in the building where the Minnesota Science Museum is located and is five blocks from the State Capitol. There is a parking ramp in the building and the Board would be permitted to advertise on the outside of the building. The lease would be for 2200 square feet with an option to obtain an additional 2500 square feet. The space is on the main floor of the building and is currently unfinished. The cost of a one-year lease including remodeling the space would be \$13.25 per square foot. The remodeling of the space would be completed by November 15, 1985. A motion by Ms. Berg, seconded by Ms. Marvin, and carried to authorize the staff to enter into a lease agreement for office space in Gallery Tower as proposed.

#### Core Staff Proposal.

In order to have programs at the Resource Center in operation for the 1985-86 school year, Mr. Loritz recommended that the Board consider hiring three full-time staff members and one interagency employee. The four employees would be hired to fill the positions of Assistant to the Director (unclassified), Assistant to the Resource Center Coordinator (unclassified), Secretary (classified), and Staff Assistant (temporary, approximately five months, current state employee) to assist in the operation and organization of Board activities and the development and preparation of support materials including the February 1, 1986, legislative report.

A motion by Ms. Berg, seconded by Ms. Marvin, and carried to authorize the Chair and staff to conduct interviews for staff of the Board and make recommendations to the Board at its meeting on October 9, 1985.

#### PLANNING FOR RESOURCE CENTER.

In accordance with the open appointments law, an announcement of vacancies on the Resource Center Advisory Council has been placed in the State Register. Appointments to the Council can be made any time after October 25, 1985.

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Board members discussed possible ways of announcing the vacancies, the selection process of members, and the composition and size of the Council. It was moved by Mr. Sieben, seconded by Mr. Amundson, and carried to authorize the Chair to appoint a subcommittee composed of three Board members in addition to the Chair and three citizens at-large for the purpose of making recommendations to the Board at its October 9, 1985 meeting on a proposed size and composition of the Council and selection process of Council members. The sub-committee was further authorized to make recommendations to the Board on members to the Council at the Board's meeting on October 30, 1985. The three Board members who will serve on the sub-committee are Ruth E. Roitenberg, Reginald T. Buckner, and Sarah Fields Nesson.

PLANNING FOR SITE SELECTION AND BUILDING DESIGN.

As authorized by law, the Board will determine the location and building design for the School of the Arts and Resource Center. It was agreed to defer discussion of site selection and building design until the Resource Center is operational but not later than February 1, 1986.

EXECUTIVE COMMITTEE SELECTION.

A motion by Mr. Sieben, seconded by Ms. Berg, and carried to authorize the establishment of an Executive Committee composed of the Chair, Vice Chair, and five members of the Board to be appointed by the Chair. The Executive Committee must function under the open meeting law, Minnesota Statutes 471.705.

STAFF REPORT.

Board Expenses.

Expenses of Board members are authorized by Minnesota Statutes 15.0575 which specifies that all Board members who are not employees of a political subdivision or governmental agency, shall be paid \$35.00 per day for all Board authorized activities plus expenses at rates included in the Commissioner's Plan. Board members will be provided with expense forms monthly.

Future Meeting Dates.

The preferences and availability of Board members for monthly meetings were obtained. The following dates were set for future Board meetings: October 9, 1985, October 30, 1985, and December 11, 1985. These three meetings will be held from 9:00 a.m. to 12 noon in Suite 230 Park Office Building, 555 Park Street, St. Paul, Minnesota. Meetings for 1986 will be discussed at a future meeting. A mailing list of people to receive meeting notices and minutes is being developed.

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Tentative Work Plan for the 1985-86 School Year.

The tentative work plan for 1985-86 was reviewed. The major activities center around staff selection and the Resource Center's programs and services.

Preliminary Budget for the 1985-86 School Year.

The preliminary budget for 1985-86 was reviewed.

The meeting was adjourned at 12:07 p.m.

Carol Magee, Recorder

NOTICE OF MEETING

MINNESOTA SCHOOL OF THE ARTS AND RESOURCE CENTER BOARD MEETING

October 9, 1985, 9:00 a.m.

Suite 230 Park Office Building  
555 Park Street, St. Paul, Minnesota

AGENDA

1. AGENDA/MINUTES

- A. Review of Agenda
- B. Approval of September 19, 1985 Minutes

2. PERSONNEL ACTION

- A. Hiring of Core Staff, Introductions
- B. Position Descriptions for Director and Coordinator
- C. National Search Process

3. UPDATE ON OFFICE ARRANGEMENTS

4. PLANNING FOR THE RESOURCE CENTER ADVISORY COUNCIL

- A. Composition
- B. Selection process

5. OVERVIEW OF PRELIMINARY COMMUNICATIONS PLAN

6. PLANNING FOR SCHOOL VISITS

- A. Purpose
- B. Process

7. STAFF REPORT

- A. Network Meeting
- B. Temporary Telephone Numbers

8. OTHERS

MINNESOTA SCHOOL OF THE ARTS AND RESOURCE CENTER BOARD MEETING

AGENDA

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  - A. Composition
  - B. Selection process
5. OVERVIEW OF PRELIMINARY COMMUNICATIONS PLAN
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  - B. Process
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  - A. Network Meeting
  - B. Temporary Telephone Numbers
8. OTHERS



APPROVED: October 30, 1985

#### MINUTES OF THE BOARD OF THE MINNESOTA SCHOOL OF THE ARTS AND RESOURCE CENTER

The October 9, 1985 meeting of the Board of the Minnesota School of the Arts and Resource Center was held in Suite 230 Park Office Building, 555 Park Street, St. Paul, Minnesota. Jon Wefald convened the meeting on October 9, 1985 at 9:10 a.m. with the following Board members in attendance: Roland Amundson, Florence Grieve, Alexandra Jacobs, Margaret Marvin, Ruth Roitenberg, Harry Sieben, Jr., and Nancy B. Vollertsen. Board members Reginald Buckner and Sarah Fields Nesson were seated later. The following Board members were absent: Marilyn Berg, Gordon Bird, Jack Fena, Owen Husney, and Mary Ingebrand-Pohlad.

Board members were reminded of parking facilities available while attending meeting held in the Park Office Building. There is some street parking, there is some visitors parking on the lower level of the parking lot for the Park Office Building, and there is space available in the Bethesda Hospital parking ramp located across the street from the Park Office Building.

#### AGENDA/MINUTES

##### Review of Agenda.

The agenda was reviewed. There were no additions or deletions.

##### Approval of September 19, 1985 Minutes.

It was moved by Nancy Vollertsen, seconded by Margaret Marvin, and carried to approve the minutes of the September 19, 1985 meeting.

#### PERSONNEL ACTION.

##### Position Descriptions.

The draft position descriptions for the Assistant to the Director of the Minnesota School of the Arts and Resource Center, Assistant to the Coordinator of the Arts School Resource Center, Director of the Minnesota School of the Arts and Resource Center, and Coordinator of the School of the Arts Resource Center were reviewed.

It is standard state policy to have a position description for every state employee. The positions are in the unclassified state service. The maximum term of appointment is two years. The position descriptions are flexible documents and can be revised at anytime.

The issue of academic preference or requirements was discussed in regard to the position of Director and the Resource Center Coordinator.

It was agreed that the position description for the Director will be rewritten indicating that the Board will work with the newly-appointed Director in selecting a Coordinator.

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It was agreed to change the discretion level for item responsibility number 2 in the position description for Coordinator from "A" to "B".

An inter-agency agreement for the amount of \$15,000 has been entered into with the Minnesota Senate in order to secure an employee to assist the Board. This agreement will expire on January 31, 1986.

#### Hiring of Core Staff, Introductions.

Candace M. Anderson who is currently serving as Assistant Director of Legislative Relations for Governor Perpich was introduced. Her resume was reviewed. Candace Anderson was recommended to the Board for the position of Assistant to the Director.

Mary Katherine Johnson who is currently serving as a Program Specialist for the Department of Economic Security was introduced. Her resume was reviewed. Mary Katherine Johnson was recommended to the Board for the position of Assistant to the Coordinator.

Barbara W. Martin who is currently serving as Committee Secretary to the Senate Education Aids Committee and State Senator Tom Nelson was introduced. Her resume was reviewed. Barbara Martin was recommended to the Board for the position of inter-agency employee to assist the Board.

It was moved by Margaret Marvin, seconded by Harry Sieben, and carried to approved the appointment of Candace M. Anderson to the position of Assistant to the Director, Mary Katherine Johnson as Assistant to the Coordinator, and Barbara Martin as inter-agency employee to assist the Board in accordance with the terms, conditions, and salaries presented.

The organization chart for the Minnesota School of the Arts and Resource Center was reviewed. Under the School of the Arts, the academic disciplines should be listed. This correction will be made to the organization chart.

Margaret Marvin inquired about the relationship between the of School of the Arts and the Resource Center with the State Department of Education. Dan Loritz responded that the School of the Arts and Resource Center is totally separate from the Department of Education and the State Board of Education.

#### National Search Process.

It was agreed that the Board would conduct its own national search for the positions of Director and Resource Center Coordinator. A draft list of agencies and organizations to be mailed the announcements was reviewed. The Chronicle for Higher Education will be added to the list.

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The draft position announcements for the Director and Resource Center Coordinator were reviewed. The announcements will be redrafted taking into consideration the suggestions of the Board members for review at the October 30, 1985 Board meeting.

It was agreed that the Executive Committee of the Board would undertake preliminary review and screening of candidates. The full Board would participate in interviews of finalists. Dan Loritz will check with the Department of Employee Relations to find out if the Committee may begin the review process before the closing date to receive applications.

It was suggested that the deadline for applications for the position of Director be Friday, December 20, and that the interview process would be conducted shortly after the first of the year. The projected selection date would be Friday, January 31. A deadline of mid-February was agreed to for receiving applications for the position of Resource Center Coordinator with a selection date of Friday, February 28.

It was agreed that the position announcements would not be distributed at the Network meeting but would be mailed to the network membership. Roland Amundson suggested asking the Governor to mention the position openings during his speech at the Network meeting and letting people know more information would be forthcoming.

Margaret Marvin suggested using the news media as much as possible.

A draft cover letter on the history, current activities, and goals and objectives of the Minnesota School of the Arts and Resource Center; revised position descriptions for the Director and Resource Center Coordinator; and revised application material will be prepared for review at the October 30, 1985 Board meeting.

The Board took at break at 10:45 a.m. The meeting was reconvened at 11:00 a.m.

#### UPDATE ON OFFICE ARRANGEMENTS.

Candace Anderson distributed and explained the background information on the office space in Gallery Tower. A lease has been negotiated effective November 15, 1985 and ending June 30, 1987. If funding is authorized by the Legislature in 1987, the lease could be extended through June 30, 1988 with the option of obtaining additional space. The space is currently vacant and should be ready for occupancy on November 15. An underground parking ramp is available in the building and instructions on how to get to the parking ramp will be sent to Board members.

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PLANNING FOR THE RESOURCE CENTER ADVISORY COUNCIL.

The sub-committee of the Board composed of Jon Wefald, Reginald Buckner, Sarah Fields Nesson, Julie Brunner, Margaret Hasse, Lani Kawamura, and staff met on October 1, 1985 to review procedures for establishing the Resource Center Advisory Council. The sub-committee recommended that the Advisory Council not exceed twenty members and that various educational and arts organizations be formally notified by the Board of its intent to appoint Advisory Council members on October 30.

A draft press release announcing the openings on the Advisory Council was reviewed. The press release contained information on responsibilities of the Advisory Council and how it relates to the Board of the Minnesota School of the Arts and Resource Center, the composition of the Advisory Council, the approximate time commitment needed to serve on the Advisory Council, and the application process. The draft letter soliciting candidates for the Advisory Council was reviewed. This information would be sent to the proposed mailing list; various educational institutions -- state universities, community colleges, etc.; the Arts School Task Force members, and weekly newspapers in Minnesota.

A motion by Roland Amundson, seconded by Reginald Buckner, and carried to approve the draft letter and press release.

The sub-committee will hold two meetings, one on October 25 and one on October 29, to review applications and prepare a list of candidates for membership on the Advisory Council for presentation at the October 30, 1985 Board meeting.

OVERVIEW OF PRELIMINARY COMMUNICATIONS PLAN.

This item was deferred until the October 30, 1985 Board meeting.

PLANNING FOR SCHOOL VISITS.

The Board staff will contact LaGuardia High School of Music and the Arts in New York, North Carolina Math and Science School, the Governor's School of the Arts in Greenville, South Carolina, and the Los Angeles High School of the Arts to obtain additional information and possible dates for Board members' visits. An attempt will be made to schedule visits between November 15 and January 15. Board staff will contact Board members about their interest and schedule. Board staff will obtain materials on various schools at the Network meeting for sharing with Board members.

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STAFF REPORT.

Network Meeting.

The Board will not host a reception at the Network meeting. Board members interested in attending the Network meeting, were requested to contact Candace Anderson.

Temporary Telephone Numbers.

Barbara Martin's temporary telephone number is 296-0365.

Delegation of Authority.

It was moved by Harry Sieben, seconded by Sarah Fields Nesson, and carried to delegate authority to sign documents on behalf of the Board to Dan Loritz.

Next Meeting.

The next meeting of the Board is scheduled for October 30, 1985, at 9:00 a.m. in the State University System Conference Rooms, Second Floor Park Office Building, 555 Park Street, St. Paul.

It was moved by Harry Sieben, seconded by Roland Amundson, and carried to adjourn the meeting at 11:35 a.m.

Carol Magee  
Recorder

**Minnesota School of the Arts and Resource Center  
Board Meeting  
October 30, 1985**

**A G E N D A**

**1. Agenda/Minutes**

- A. Review of Agenda
- B. Approval of October 9, 1985 Minutes

**2. Logo**

- A. Letterhead
- B. Related Materials

**3. Resource Center Advisory Council**

- A. Composition
- B. Membership
- C. Expenses
- D. Meeting Schedule
- E. Officers
- F. Workplan and Timeline

**4. Personnel Activities**

- A. Revised Position Description - Director
- B. Revised Position Description - Resource Center Coordinator
- C. Position Announcements and Distribution
- D. Information Packets and Application Materials

**5. Review Preliminary Communications Plan**

- A. Short Range
  - 1. Meeting Notices
  - 2. Meeting Packets
  - 3. Meeting Summaries, including Minutes
- B. Long Range
  - 1. Objective and Strategies
  - 2. Support and Information Materials

**6. Staff Report**

- A. School Visits
- B. Network Meeting
- C. Charitable Foundation

**7. Other**

Approved  
12/11/85

## MINUTES OF THE BOARD OF THE MINNESOTA SCHOOL OF THE ARTS AND RESOURCE CENTER

The October 30, 1985 meeting of the Board of the Minnesota School of the Arts and Resource Center was held in Suite 230 Park Office Building, 555 Park Street, St. Paul, Minnesota. Jon Wefald convened the meeting on October 30, 1985 at 9:08 a.m. with the following Board members in attendance: Marilyn Berg, Jack Fena, Florence Grieve, Mary Ingebrand-Pohlad, Alexandra Jacobs, Margaret Marvin, Sarah Fields Nesson, Harry Sieben, Jr., and Nancy B. Vollertsen. Board member Reginald Buckner was seated later. The following Board members were absent: Roland Amundson, Gordon Bird, Owen Husney, and Ruth Roitenberg.

### AGENDA/MINUTES.

#### Review of Agenda.

The agenda was reviewed. Two items were added to the agenda: Minnesota Alliance Meeting and Philosophical Statement about the School of the Arts.

#### Approval of October 9, 1985 Minutes.

It was moved by Nancy Vollertsen, seconded by Alexandra Jacobs, and carried to approve the minutes of the October 9, 1985 meeting.

### RESOURCE CENTER ADVISORY COUNCIL.

#### Composition.

Two meetings of the Advisory Council Subcommittee were held on October 25, 1985 and October 29, 1985. The proposed composition for the Resource Center Advisory Council was distributed and reviewed. It was suggested that the Council consist of 20-25 members. The terms of the members are coterminous with the Governor's term. Half of the initial members of the Council will serve an additional year in order to stagger the membership. After the initial appointments, terms will be for four years.

#### Membership.

The list of recommendations for membership on the Resource Center Advisory Council was distributed and reviewed. Background information on each candidate was presented by Mary Katherine Johnson.

Mary Ingebrand-Pohlad suggested including more professional working artists on the Council. Margaret Marvin suggested investigating the possibility of statewide student representation.

It was moved by Jack Fena, seconded by Marilyn Berg, and carried that the Resource Center Advisory Council consist of a maximum of 25 members.

It was moved by Jack Fena, seconded by Alexandra Jacobs, and carried to empower the Executive Committee to make the final selection of candidates for

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appointment to the Resource Center Advisory Council after it meets with the Resource Center Subcommittee.

#### Expenses.

It was moved by Florence Grieve, seconded by Mary Ingebrand-Pohlad, and carried that the Board authorize the payment of expenses for Council members which would include mileage, meals, lodging, parking, registration fees, and teacher substitute costs, if needed.

#### Meeting Schedule.

It was moved by Margaret Marvin, seconded by Sarah Fields Nesson, and carried that the Council shall meet once a month beginning in November, 1985.

#### Officers.

It was moved by Marilyn Berg, seconded by Mary Ingebrand-Pohlad, and carried to appoint Cindy Gehrig as Chair and David Zimmerman as Vice Chair of the Council for the first year and, thereafter, the Council will elect its own officers.

#### Workplan and Timeline.

It was moved by Marilyn Berg, seconded by Sarah Fields Nesson, and carried to direct the staff to meet with the Council and prepare a workplan and timeline for the Board's review and comment at its next meeting on December 11, 1985.

The Board took a break at 10:25 a.m. The meeting was reconvened at 10:45 a.m.

#### LOGO.

The logo and letterhead were reviewed and approved. Related materials including business cards, adhesive name tags for meetings, folders, disposal name plates for meetings, various brochures, and a sign for the office area will be developed.

#### PERSONNEL ACTIVITIES.

##### Revised Position Descriptions - Director and Resource Center Coordinator.

The revised position description for Director of the Minnesota School of the Arts and Resource Center was reviewed. Item 5 a. had been changed to read that the Director would assist the Board with the selection of a Coordinator for the Resource Center.

The revised position description for Coordinator of the Resource Center was reviewed. The discretion level for item 2 had been changed from "A" to "B."



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It was moved by Nancy Vollertsen, seconded by Mary Ingebrand-Pohlad, and carried that the Board approve the revised position descriptions.

#### Position Announcements and Distribution.

The draft position announcements and proposed mailing list were distributed and reviewed. Under the section on minimum qualifications, the word academic is to be added. The cost of placing ads was discussed. It was agreed to delete the New York Times from the proposed list at this time. It was agreed to send out both position announcements at the same time.

The draft press release announcing the search for a Director of the School and for a Coordinator of the Resource Center was distributed and reviewed. It was agreed to delete the reference to the exact funding by the Legislature, \$2.6 million, and indicate that the 1985 Legislature had provided the necessary funds for the planning of a School of the Arts and the establishment of a Resource Center.

It was moved by Jack Fena, seconded by Harry Sieben, and carried to approve the position announcements, mailing list, and press release as amended.

The Department of Education's Personnel Office will screen applications to determine if they meet the minimum qualifications. The Board may then have access to the applications prior to the closing date. The Executive Committee will establish the criteria for review of minimum qualifications by the Personnel Office of the Department of Education.

#### Information Packets and Application Materials.

The draft letter to applicants and proposed attachments were distributed and reviewed. The staff will revise the letter to contain a clearer statement on the curriculum intent. It was moved by Marilyn Berg, seconded by Harry Sieben, and carried to authorize the Executive Committee to review and approve the revised letter and attachments.

#### PHILOSOPHY OF THE SCHOOL OF THE ARTS AND RESOURCE CENTER.

The philosophy of the School of the Arts and Resource Center was discussed. The mission statement contained on page 5 of the Minnesota Arts Education Task Force's Report to the Legislature dated January, 1985 was reviewed. Page 18 regarding the administration and staffing of the school and page 20 regarding the school's curriculum were also reviewed. The staff will develop draft papers on various working statements of the Board on mission, curriculum, and administration and staff.

#### REVIEW PRELIMINARY COMMUNICATIONS PLAN.

Written information on a proposed communication plan will be sent to Board members for review.

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STAFF REPORT.

School Visits.

A memorandum from Barbara Martin dated October 30, 1985 regarding arts school visits was distributed and reviewed. Additional information will be sent to Board members with a request to submit their first, second, and third choices for the schools they wish to visit. The Executive Committee will review this information and prepare a tentative plan. It was moved by Jack Fena, seconded by Harry Sieben, and carried that the Executive Committee present this plan at the December 11, 1985 State Arts Board meeting.

Charitable Foundation.

It was moved by Nancy Vollertsen, seconded by Florence Grieve, and carried to authorize the establishment of a charitable foundation for the School of the Arts and Resource Center.

Network Meeting.

Reginald Buckner and Florence Grieve attended the network meeting and shared some feedback with the Board. The Governor's remarks at the network meeting were included in the meeting folders.

Office Space.

A map of the location of the office space and parking information were included in the meeting folders.

MINNESOTA ALLIANCE MEETING.

Reginald Buckner attended the Minnesota Alliance meeting and raised several questions regarding the participation at meetings on behalf of the Board. Board members were reminded that they are eligible to receive expense reimbursement and per diem for Board-related meetings. Board members are not obligated to make any statements or commitments on behalf of the Board at such meetings. Board members were encouraged to share feedback from Board-related meetings with the other Board members.

NEXT MEETING.

The next meeting of the Board is scheduled for December 11, 1985, at 9:00 a.m. in the State University System Conference Rooms, Second Floor, Park Office Building, 555 Park Street, St. Paul.

The meeting was adjourned at noon.

Carol Magee  
Recorder

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**MINNESOTA SCHOOL OF THE ARTS AND RESOURCE CENTER**

**Executive Committee of the Board of Directors**

**Meeting Announcement**

**Thursday, November 7, 1985**

**11:00 a.m.**

**230 Park Office Building  
555 Park Street  
St. Paul, Minnesota 55103**

**Agenda: Appointment of members to the  
Resource Center Advisory Council**

**Approval of information packet being sent  
to director and coordinator applicants.**

# **MEETING ANNOUNCEMENT**

**Minnesota School of the Arts and Resource Center  
Board Meeting  
October 30, 1985  
9:00 a.m.**

555 Park St., Suite 230 , St. Paul

## **1. Agenda/Minutes**

- A. Review of Agenda
- B. Approval of October 9, 1985 Minutes

## **2. Logo**

- A. Letterhead
- B. Related Materials

## **3. Resource Center Advisory Council**

- A. Composition
- B. Membership
- C. Expenses
- D. Meeting Schedule
- E. Officers
- F. Workplan and Timeline

## **4. Personnel Activities**

- A. Revised Position Description - Director
- B. Revised Position Description - Resource Center Coordinator
- C. Position Announcements and Distribution
- D. Information Packets and Application Materials

## **5. Review Preliminary Communications Plan**

- A. Short Range
  - 1. Meeting Notices
  - 2. Meeting Packets
  - 3. Meeting Summaries, including Minutes
- B. Long Range
  - 1. Objective and Strategies
  - 2. Support and Information Materials

## **6. Staff Report**

- A. School Visits
- B. Network Meeting
- C. Charitable Foundation

## **7. Other**

REPORTS

*add*

*7*

1985

First Spl Session

Chapter 12

Art 5

sec 8

EDUCATION DEPARTMENT/Board of the school of  
the arts and resource center

The Board of the school of the arts and  
resource center shall REPORT to the  
education committees of the legislature  
on the activities of the board, activities  
of the resource center and the planning  
for the school of the arts.

Report shall be submitted by -----February 1, 1986

and-----February 1, 1987

The 1987 report shall include recommendations  
about continuation of the school of the  
arts and resource center.

MINNESOTA SCHOOL  
OF THE ARTS  
&  
RESOURCE CENTER



**BOARD MEETING  
DECEMBER 11, 1985**

**A G E N D A**

Ken Wefald

Ruth E. Rotenberg

Roland Aronson

Martin Berg

Gordon Bird

Reginald F. Bunker

Jack R. Egan

Flo Greco

Owen R. Hussey

Mary Schramm

David F. Jacobs

Elizabeth W. Martin

Sam Nussba

Harry Shapiro, Jr.

Nancy J. Jensen

**1. Agenda/Minutes**

- A. Review of Agenda
- B. Approval of October 30, 1985 Minutes

**2. Executive Committee Activities**

- A. Resource Center Advisory Committee Selection
- B. Establishment of Board Committee on Communications

**3. Resource Center Advisory Council Activities**

- A. Review of November 25, 1985 Organizational Meeting
- B. Meeting Dates, Time, and Work Plan Development

**4. Personnel Activities**

- A. Response to Search/Director and Resource Center Coordinator
- B. Applicant Screening and Selection Process

**5. Staff Report**

- A. Meeting Dates for 1986
- B. Advisory Process - School of the Arts
- C. Site Visits

**6. Other**

APPROVED JANUARY 14, 1986

## MINUTES OF THE BOARD OF THE MINNESOTA SCHOOL OF THE ARTS AND RESOURCE CENTER

The December 11, 1985 meeting of the Board of the Minnesota School of the Arts and Resource Center was held in Suite 230 Park Office Building, 555 Park Street, St. Paul, Minnesota. Jon Wefald convened the meeting on December 11, 1985 at 9:15 a.m. with the following Board members in attendance: Roland Amundson, Marilyn Berg, Florence Grieve, Mary Ingebrand-Pohlad, Alexandra Jacobs, Margaret Marvin, Sarah Fields Nesson, Ruth Roitenberg, and Harry Sieben, Jr. Board members Reginald Buckner and Jack Fena were seated later. The following Board members were absent: Gordon Bird, Owen Husney, and Nancy B. Vollertsen.

### AGENDA/MINUTES.

#### Review of Agenda.

There were no additions or deletions to the agenda.

#### Approval of October 30, 1985 Minutes.

It was moved by Mary Ingebrand-Pohlad, seconded by Sarah Fields Nesson, and carried to approve the minutes of the October 30, 1985 meeting.

### EXECUTIVE COMMITTEE ACTIVITIES.

#### Resource Center Advisory Council Selection.

The list of members of the Arts Resource Center Advisory Council was reviewed. Several Board members stated that the Council is composed of an outstanding and enthusiastic group of people.

#### Establishment of Board Committee on Communications.

The Executive Committee met on November 7, 1985 and authorized the creation of a four member Board committee to develop a comprehensive communications program. The following Board members have agreed to serve on this committee: Florence Grieve as Chair, Roland Amundson, Owen Husney, and Alexandra Jacobs. David Speer has been contracted with to provide consulting services in order to assist the committee and the Board in meeting the following objectives:

Foster awareness and understanding of the plans and programs for the Minnesota School of the Arts and Resource Center among selected audiences throughout Minnesota.

Encourage participation in the planning process by interested people within and outside the education system.

Communicate activities of the Board of Directors and Resource Center Advisory Council.

Establish a timeline and implementation sequence for the period 1/86-6/87.

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School of the Arts and Resource Center  
December 11, 1985  
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Proposed changes in the letterhead were reviewed. It was moved by Marilyn Berg, seconded by Roland Amundson, and carried to change the word of to for in the title, to include under the title the following: A Statewide Public School, and to include the state seal. The title will read: Minnesota School and Resource Center for the Arts.

A draft mission statement was distributed and reviewed. It was agreed to change the word children to students in the statement. Each Board members will be mailed approximately 20 copies of the statement for interim use until the brochure is available.

The plans for developing a brochure were reviewed. The staff was requested to prepare a draft of the brochure and business cards for review at the January Board meeting.

The distribution list for meeting notices and minutes was reviewed. It was requested to add Art Paper, a monthly publication, to the list.

Information on a play entitled "Comet 86" was distributed and reviewed. The Board has been requested to consider providing some sponsorship for the play. It was agreed that the Resource Center Advisory Council should be responsible for requests of this type.

#### RESOURCE CENTER ADVISORY COUNCIL ACTIVITIES.

##### Review of November 25, 1985 Organizational Meeting.

Dan Loritz reported on the first meeting of the Arts Resource Center Advisory Council which was held on November 25, 1985. The minutes of the meeting were distributed.

##### Meeting Dates, Time, and Work Plan Development.

The Council is holding its second meeting this morning. Cynthia Gehrig is the Chair of the Council and has requested to appear before future meetings of the Board to report on activities and progress of the Council. The Council will be meeting the first Wednesday of each month. Council material will be mailed to Board members. Sarah Fields Nesson and Reginald Buckner have agreed to serve as liaison for the Board to the Council.

The work plan is still being developed and will be shared with the Board members at the January meeting.

The Board took a break at 10:20 a.m. The meeting was reconvened at 10:30 a.m.

#### PERSONNEL ACTIVITIES.

##### Response to Search/Director and Resource Center Coordinator.

Over 260 requests for application information have been received to date.



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Applicant Screening and Selection Process.

Proposed education and experience scales for both positions to be used for the initial review of applications were distributed and reviewed. The following Board members offered to assist in reviewing applications: Alexandra Jacobs, Mary Ingebrand-Pohlad, and Sarah Fields Nesson. The target date for selecting a Director is January 31, 1986.

STAFF REPORT.

Meeting Dates for 1986.

The proposed meeting schedule for 1986 was reviewed. Board meetings will be scheduled the third Wednesday of each month, except that in the month of January the meeting will be the 2nd Tuesday, January 14, 1986.

Advisory Process - School of the Arts.

Board members were asked to assist in identifying several advisors who could work with the Board on the planning for the Minnesota School of the Arts. Suggestions will be reviewed at the January Board meeting.

Site Visits.

Preliminary plans are being made for the following site visits:

Los Angeles	January 8
San Diego	January 9
New York	January 14 or 15
North Carolina	January 27 or 28
Alabama	February

Barbara Martin will be mailing a set of questions which the Board is seeking information to the schools to be visited. Board members were requested to prepare written reports on any visits they participate in and forward them to the Chair. Board members were asked to contact Barbara Martin if they are interested in participating in site visits.

OTHER.

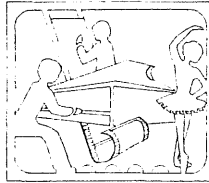
Dan Loritz was requested to prepare a general question and answer sheet regarding the School of the Arts and Resource Center for review at the January Board meeting.

The meeting was adjourned at 11:30 a.m.

Carol Magee, Recorder

MINNESOTA SCHOOL  
OF THE ARTS  
&  
RESOURCE CENTER

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MEETING ANNOUNCEMENTS

Board of Directors

Wednesday, December 11, 1985

9:00 a.m. - 12:00 noon

230 Park Office Building  
555 Park Street  
St. Paul, Minnesota 55103

Jon Wefald  
chair

Ruth E. Rutenberg  
vice chair

Roland Amundson  
Marilyn Berg  
Gordon Bird  
Reginald T. Buckner  
Jack R. Fena  
Flo Griev

Owen R. Husney  
Mary Ingebrand-Pohl  
Alexandra L. Jacobs  
Margaret W. Maryan  
Sarah Nesson  
Harry Sieben, Jr.  
Nancy Vollertsen

- Agenda:
1. Agenda/minutes
  2. Executive Committee activities
  3. Resource Center Advisory Council activities
  4. Personnel activities
  5. Staff report
  6. Other

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Resource Center Advisory Council

Wednesday, December 11, 1985

9:00 a.m. - 4:30 p.m.

Science Museum of Minnesota, Penthouse  
10th and Wabasha  
St. Paul, Minnesota 55102

- Agenda:
- 9:00 - 12:00 Meetings of Curriculum/Programs Subcommittee and Information Dissemination and Referral Subcommittee
- 12:30 - 4:30 Business items, informational material review, presentation by MAAE, tour of administrative offices



Help End Hunger USA 22

Zona DeWitt  
Legislative Ref. Library  
645 State Office Bldg.  
St. Paul, MN 55155

## MINNESOTA SCHOOL OF THE ARTS AND RESOURCE CENTER

Minnesota Statute 129c.10

Subdivision 1. [GOVERNANCE.] The board of the Minnesota school of the arts and resource center shall consist of 15 persons. The members of the board shall be appointed by the governor with the advice and consent of the senate. At least one member must be appointed from each congressional district.

Subd. 2. [TERMS, COMPENSATION, AND OTHER.] The membership terms, compensation, removal of members, and filling of vacancies shall be as provided for in section 15.0575. A member may serve not more than two consecutive terms.

Subd. 3. [POWERS AND DUTIES OF BOARD.] The board has the powers necessary for the care, management, and control of the Minnesota school of the arts and resource center. The powers shall include, but are not limited to, the following:

- (1) to employ and discharge necessary employees, and contract for other services to ensure the efficient operation of the school and resource center;
- (2) to establish a charitable foundation and accept, in trust or otherwise, any gift, grant, bequest, or devise for educational purposes and hold, manage, invest, and dispose of them and the proceeds and income of them according to the terms and conditions of the gift, grant, bequest, or devise and its acceptance;
- (3) to establish or coordinate evening, continuing education, extension, and summer programs through the resource center for teachers and pupils;
- (4) to develop and pilot test an interdisciplinary education program. An academic curriculum must be offered with special programs in dance, literary arts, media arts, music, theater, and visual arts in both the popular and fine arts traditions;
- (5) to determine the location for the Minnesota school of the arts and resource center and any additional facilities related to the school, including the authority to lease a temporary facility;
- (6) to plan for the enrollment of pupils to ensure statewide access and participation;
- (7) to establish advisory committees as needed to advise the board on policies and issues; and
- (8) to request the commissioner of education for assistance and services.

Subd. 4. [EMPLOYEES.] (1) The board shall appoint a director of the school of the arts and resource center who shall serve in the unclassified service.

(2) The board shall employ, upon recommendation of the director, a coordinator of the resource center who shall serve in the unclassified service.

(3) The board shall employ, upon recommendation of the director, up to six department chairpersons who shall serve in the unclassified service. The chairpersons shall be licensed teachers unless no licensure exists for the subject area or discipline for which the chairperson is hired.

(4) The board may employ other necessary employees, upon recommendation of the director.

The employees hired under this subdivision and other necessary employees hired by the board shall be state employees in the executive branch.

Subd. 5. [RESOURCE CENTER.] Beginning in the 1985-1986 school year, the resource center shall offer programs that are directed at improving arts education in elementary and secondary schools throughout the state. The programs offered shall include at least summer institutes offered to pupils in various regions of the state, inservice workshops for teachers, and leadership development programs for teachers. The board shall establish a resource center advisory council composed of elementary and secondary arts educators, representatives from post-secondary educational institutions, department of education, state arts board, regional arts councils, educational cooperative service units, school district administrators, parents, and other organizations involved in arts education. The advisory council shall include representatives from a variety of arts disciplines and from various areas of the state. The advisory council shall advise the board about the activities of the center. Programs offered through the resource center shall promote and develop arts education programs offered by school districts and arts organizations and shall assist school districts and arts organizations in developing innovative programs. The board may contract with nonprofit arts organizations to provide programs through the resource center. The advisory council shall advise the board on contracts and programs related to the operation of the resource center.

#### REPORT

By February 1 of 1986 and 1987, the board of the school of the arts and resource center shall report to the education committees of the legislature on the activities of the board, activities of the resource center, and the planning for the school of the arts. The 1987 report shall include recommendations about continuation of the school of the arts and resource center.

#### SCHOOL OF THE ARTS AND RESOURCE CENTER

For the purpose of making a grant to the Minnesota school of the arts and resource center there is appropriated:

\$ 491,000.....1986,  
\$2,170,000.....1987.

The unencumbered balance remaining from fiscal year 1986 shall not cancel but shall be available for fiscal year 1987.

For fiscal years 1986 and 1987 a complement of 13 is authorized for the school of the arts and resource center. Of this complement, eight are in the categories of director, coordinator, and department chairs.

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120 cpy's  
School of Arts

State of Minnesota <b>POSITION DESCRIPTION</b> <b>A</b>		EMPLOYEE'S NAME	
AGENCY/DIVISION Minnesota School of the Arts & Resource Center		ACTIVITY Minnesota School of the Arts & Resource Center	
CLASSIFICATION TITLE Coordinator, Arts School Resource Center	WORKING TITLE (if different) Coordinator, School of the Arts Resource Center	POSITION CONTROL NUMBER	
PREPARED BY Daniel Loritz	PREVIOUS INCUMBENT None	APPRAISAL PERIOD 7/1 to 6/30	
EMPLOYEE'S SIGNATURE (this position description accurately reflects my current job)	DATE	SUPERVISOR'S SIGNATURE (this position description reflects the employee's current job)	DATE

**POSITION PURPOSE**

This position exists to provide leadership and general management for the School of the Arts Resource Center.

**REPORTABILITY**

Reports to: Director

Supervises: Assistant to the Coordinator  
Resource Center Staff

**DIMENSIONS**

Budget: FY 86 - \$175,000  
FY 87 - \$1,200,000

Clientele: Governor's Senior Staff  
Appropriate Executive Branch Agencies  
Appropriate Legislative Committees  
Local School Districts  
Various Arts Organizations

10/25/85

<b>POSITION DESCRIPTION B</b>	<b>EMPLOYEE'S NAME</b>	<b>POSITION CONTROL NUMBER</b>
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Resp. No.	PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS	Priority	% of Time	Discretion
1	<p>To manage and supervise the staff within the provisions of the various labor contracts, plans, administrative procedures and department policy and in accordance with equal employment opportunity principles and affirmative action goals and timetables.</p> <p>a. To assist in the recruitment and selection process to hire qualified staff to meet the needs of a stated program area in accordance with labor contracts, plans, Chapter 43A, Equal Employment Opportunity guidelines, and Affirmative Action goals and timetables.</p> <p>b. To review staffing and program needs and reassign staff in accordance with labor contracts and plans.</p> <p>c. To assist assigned personnel in assigning staff duties, directing employees, evaluating job performance, and to reward, discipline or adjust grievances in compliance with labor contracts and plans.</p> <p>d. To review annual work plans and to monitor the activities required to achieve those objectives.</p> <p>e. To promote efficient and productive working relationships among all employees through the application of appropriate personnel management practices.</p> <p>f. To identify staff development needs and to facilitate the conduct of staff development activities, in accordance with staff development policies, labor contracts, and administrative procedures to meet identified needs.</p>	A	20	A
2	<p>To manage and direct the Resource Center within the limits of available fiscal and physical resources to assure the delivery of efficient and effective services.</p> <p>a. To review the annual and biennial budgets for the Resource Center and monitor expenditures.</p> <p>b. Testify at legislative hearings in support of budget requests which are consistent with the established work plans of the Resource Center.</p> <p>c. Assist the Director, when appropriate, in the acquisition of alternate sources of program funding.</p>	A	10	B
				10/25/85

<b>POSITION DESCRIPTION B</b>	EMPLOYEE'S NAME	POSITION CONTROL NUMBER
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Resp. No.	PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS	Priority	% of Time	Discretion
3	<p>To serve as the chief administrative staff for the Resource Center Advisory Council.</p> <ul style="list-style-type: none"> <li>a. Assure preparation of annual work plans and budgets.</li> <li>b. Assure preparation of agenda's for monthly meetings which reflect the needs and direction of the Council.</li> <li>c. Assure preparation of all relevant support materials so that Council members can make informed decisions or recommend policy to the Board.</li> <li>d. Provide support to the Council Chair and executive committee as required.</li> <li>e. Assure prompt preparation of all minutes and explanatory materials from each Council or executive committee meeting.</li> </ul>	A	20	A
4	<p>To provide leadership and manage and direct all program planning necessary to assure successful establishment of the Resource Center.</p> <ul style="list-style-type: none"> <li>a. Assure relevant research is completed which will provide information on the types of Resource Centers currently operating.</li> <li>b. Assure that an external communications plan is developed and implemented so that communication and information is shared with a wide variety of organizations and individuals.</li> <li>c. Assure development of interdisciplinary programs emphasizing academics as well as the arts disciplines of dance, music, media arts, visual arts, theater and literary arts including the establishment of appropriate advisory committees.</li> <li>d. Assure that all position descriptions are prepared and approved for staff of the Resource Center.</li> <li>e. Assure that an information clearinghouse is established and operated so that a wide variety of programs and services are available.</li> <li>f. Assure that teacher and student programs provided by the center are coordinated with the school.</li> </ul>	A	40	B
5	<p>To perform other appropriate management duties as assigned by the Director so that the objectives can be accomplished.</p> <ul style="list-style-type: none"> <li>a. Attend meetings as assigned by the Director.</li> <li>b. Supervise specific activities as assigned.</li> <li>c. Initiate and complete projects as assigned.</li> <li>d. Represent the Director at various meetings and make presentations as appropriate.</li> </ul>	B	10	B

10/25/85



<b>POSITION DESCRIPTION</b> <b>C</b>	EMPLOYEE'S NAME	POSITION CONTROL NUMBER
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NATURE AND SCOPE (relationships; knowledges, skills and abilities; problem solving and creativity; and freedom to act.)

### Relationship

The Coordinator provides leadership, management control and coordination in matters of policy, personnel and budget for the Resource Center. The incumbent in this position must maintain a close and cooperative relationship with the Director, the Board and all activities of the School including external organizations.

### Knowledges, Skills and Abilities

This position requires a thorough knowledge of managerial/organizational skills and educational policy and administration with special emphasis on education in the arts. In addition, the incumbent will require a high level of human, technical and conceptual skills. The ability to provide leadership and exercise management control of an organization which provide a wide variety of programs over a large geographic area and with a multitude of interest groups will be essential.

### Problem Solving

This position requires competencies in conflict resolution, interpersonal relations and decision making. Also, the incumbent will be expected to develop strategies for getting individuals and groups of diverse interest to work toward solving common problems.

### Freedom to Act

The incumbent has considerable latitude and flexibility to carry out the duties and responsibilities of the positions within the constraints imposed by applicable state and federal laws, Board policy and collective bargaining agreements.

Review of work is by the Director wherein accountability is measured against program, fiscal and individual objectives and results.

10/25/85