

Appendix

Arts-In-Education FAQs

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No Advance Payment Required

Advanced Payment Required

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Request for Contract Form

Evaluation Form



BOCES Arts-in-Education Services

PROGRAM COORDINATOR Coordinated by Eastern Suffolk BOCES 215 Old Riverhead Road
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Arts in Education Services FAQ's

Nature of Service

BOCES operates a shared service designed to integrate the arts into all education disciplines. Individual activities may include music, drama, dance, writing, and the visual and media arts. Staff development related to a specific arts activity may also be provided.

Individual activities provided to a single district are eligible for BOCES aid provided that the service as a whole has two or more districts participating.

Transportation costs are not eligible for BOCES aid.

What is the State's Vision For in Arts in Education?

The state would like to see arts activities integrated into the general curriculum to supplement, complement, enhance, illustrate, and explain aspects of the core curriculum affected by the arts and be provided in age-appropriate programs.

What is BOCES Aid?

BOCES aid is a form of State aid that reimburses school districts for a portion of the costs of services provided by BOCES to the district. Districts pay for those services in a given school year and are reimbursed the following year. The amount of reimbursement is based on the district's State aid ratio.

How Does a District Get BOCES Aid for Arts in Education?

Two or more school districts must request BOCES to operate an Arts in Education service. The service must meet certain standards of operation including completion of a needs assessment, establishment of an advisory council, design and coordination of the service, supervision of arts providers, and evaluation of services.

What Expenditures Are Eligible for BOCES Aid?

Participating districts join the CoSer (Cooperating Service) for a base fee with a set program budget. The fees for in-house performers and tickets for off site performances that can substantiate a correlation to the arts: dance, music, art, theater, author/illustrator, arts technology, audio visual media, are deducted from the program budget. In addition, schools may submit professional conferences and membership fees for arts staff from the program budget or submit these as additional aidable expenses, e.g. student NYSSMA fees. In sum, the cost of BOCES coordination, the contracts with artists or arts groups (or admission tickets to arts activities), staff development for teachers, professional organizations and conferences such as NYSSMA and NYSATA, the development of an arts in education curriculum, student and teacher materials associated with arts activities are eligible for BOCES aid.

BOCES Services Must be Shared. How Does That Work in Arts in Education?

At least two districts must request Arts in Education services to meet sharing requirements. Arts in Education is unique under the Law because the individual arts activity within the total service does not have to be shared.

Can AIE Provide Staff Development To Teachers?

BOCES are encouraged to provide staff development to teachers about arts activities to help prepare students for the activity and for curriculum alignment and integration. It is unique to this service that the staff development activity may be provided to a single district.

How Can I Get BOCES Arts in Education Service In My District?

If You Are a Parent: Contact the principal of your school and/or your PTA and tell them that if arts in education programs are secured through BOCES they may be eligible for BOCES aid.

If You Are a Teacher: Contact the principal of your school and tell him/her that you would like to see your school integrate the arts into the curriculum using arts activities secured through BOCES.

If You Are a Principal: Contact the Superintendent of Schools about making a presentation to the Board of Education about integrating arts activities into the curriculum using arts activities secured through BOCES.

How Does This Process Work?

School staff (and/or PTA's) select programs from the Arts in Educations (AIE) catalog or CD. For your convenience, we have included other BOCES' Arts-In-Education web sites:

<http://www.artsineddirectory.org/visitors.html>

<http://www.artsineddirectory.org/>

<http://www.dcboces.org/instructional/artsineducation/index.html>

<http://www.dcmoboces.com/dcmospecprog/aie/>

School district AIE Coordinator approves the request(s) and sends the *School District Request for A BOCES Arts-In-Education Contract* form to the AIE office. BOCES AIE office handles all contracts, payments of artists, and billing of district. The following year, the school district is reimbursed for a portion of the cost of the programs based on the district's state aid formula.

What Are Some Valuable Resources?

- The Arts in Education Program Catalogue and CD describes over 1200 peer reviewed programs by category: *music, dance, media arts, theater, circus, mime, puppetry, storytelling, visual arts, science, health and social studies*. School staff and PTA's may choose programs from these venues, but are not limited to these programs. Artists not listed in the catalogue may be invited to present at your school.
- State aid is also available for visits to museums and cultural centers: and attending theatrical performances. The AIE sites list many possible places for field trips.
- Block booking notices provide schools the opportunity to save on fees and travel costs for artists who will be performing in the region.
- AIE staff is available by phone and in person for help with planning.

What Are Participating Benefits to School Districts?

Exemplary arts programs plus community involvement come to schools, as recommended in the New York State Learning Standards and the National Learning Standards.

Monies from community organizations, PTA's and local businesses that are donated to provide arts programs and are processed through the AIE account produce state aid for their schools.

Definitions

Performance, workshop, residency, consulting services, commonly used artistic terms, appear in the BOCES Arts in Education CoSer guidelines.

Performance - a theatrical presentation where the artist(s) presents to the audience of students.

Workshop - an interactive session with the artist, usually involving hands-on work by the students.

Residency - a series of workshops from one (1) to fourteen (14) days.

Consulting Services - a residency of fifteen (15) days or more. Consulting Services of more than ninety (90) days require justification in writing.

Planning

Thoughtful planning will help ensure the success of AIE programs. The selection of artists and programs can be made by a planning committee, teachers, administrators, parents, and students. Carefully consider the purpose for bringing the artist to the school, how this art experience improves learning for the students and how it aligns with and integrates with the curriculum goals. Will the presentation be an assembly, workshop or residency (series of workshops)? Good planning includes the following items:

- discussion of the purpose for the activity
- details of what will occur each time the artist is with the students
- what the artist needs to be successful
- what the school can provide
- what preparation do the students need and what follow-up is suggested
- how the art experience will be evaluated.

How Do You Engage an Artist or Arts Organization?

1. School districts can sign up for the BOCES AIE Service with a minimum programming budget which can be increased throughout the school year. Your district's Arts in Education Coordinator knows the availability of funds and the school's procedure for handling program requests.
2. Follow your district's procedures. Teachers, PTA Arts In Education Committee members, etc. may review the AIE catalog or CD to choose an artist and program for the classroom and/or assembly.
3. A representative of your district (PTA, teacher, administrator) contacts the artist to verify the date, time, fee of the presentation requested. Please note that many artists schedule programs months in advance. The sooner requests are made, the greater the likelihood of scheduling programs.
4. Complete a *School District Request for A BOCES Arts-In-Education Contract* form. Be sure to provide *all information*. In order to process requests, BOCES AIE must receive the completed Program Request Form, four weeks before the planned event. The form must be signed by the AIE Coordinator and anyone else required to authorize requests.
5. Confirmation contracts of the scheduled presentations are sent to the district and to the artist, accompanied by evaluation forms.
6. We recommend the district's liaison reconfirm the scheduled presentation with the artist at least one week before it is scheduled.
7. When the artist's presentation occurs, the educator(s) and artist(s) involved fill out the evaluation forms and send them to the BOCES AIE office. For additional evaluation of program providers, BOCES AIE may send someone to audit the presentation.

How Do You Order Tickets For The Theater/Arts Events/Field Trips?

1. A teacher, PTA Arts-In-Education Committee member, Principal or Superintendent from the school makes all arrangements for dates, times, and number of tickets, directly with the vendor/organization (theater, museum, etc.). *The BOCES AIE program does not fund transportation costs.* The school representative needs to arrange with the vendor to have tickets reserved at their location, or sent directly to the school.
2. Tell the vendor/agency to send all billing for each booking directly to the BOCES Arts-In-Education office. School districts should not pay vendor directly. If advance payment is required, please send the Invoice with the Contract Request. Please allow 4-5 weeks minimum.
3. The Arts in Education contract form must be filled out completely. Make copies of the original request form as needed. The district's authorized administrator must sign the form. The AIE Coordinator retains one copy for school's records and forwards one to the AIE office at least four weeks before scheduled programs.
4. AIE staff will send a contract to the district and Vendor.
5. Payment to vendor is processed after the performance occurs and the Invoice is received with an authorized signature at the AIE office. When advance payment is required, the AIE office makes special arrangements.

How Can You Use The Arts in Your Classroom?

Arts for Arts' Sake: study of, about, and in the individual disciplines, including but not limited to music, visual arts, drama, dance, creative writing, poetry, film, video, architecture, etc.

Arts at the Service of Other Studies: arts concepts, ideas, themes, material, strategies and processes introduced or integrated into the study of other (primary focus) disciplines serving to illuminate and reinforce other concepts, themes and ideas

Other Studies at the Service of the Arts: educational concepts, ideas, material strategies and methodologies from other disciplines introduced or integrated into the study of one or several art forms

Arts as an Equal Partner in a Holistic, Humanities/Global Education or Multicultural Approach: the arts relate to or correlate with the study of other topics, trends, movements in world history; as such they inform and are informed by this larger context

How to Schedule Arts-in-Education Programs

Booking A Program

*This procedure applies to vendors who do **not** require advance payment.*

- ❑ Please allow 4 weeks for processing contracts.
- ❑ Meet with your planning committee to decide what sort(s) of program(s) is (are) needed. Speak with teachers, building administrators or the District's Arts-In-Education Coordinator to help select a program that connects Arts-In-Education programs to the classroom curriculum.
- ❑ Use the AIE resources to select an artist or contact our office for recommendations.
- ❑ Follow your district's protocol for arranging on-site programs or arranging transportation for off-site programs.
- ❑ Contact the artist/organization. Check to make sure you fully understand what the program is about. Discuss your specific and special requirements with the artist at this time.
- ❑ Set the date(s), time(s) and location(s). If you are booking an off-site event, indicate the number of students who will participate. If tickets are involved, ask the vendor to either hold your tickets at their location or send them directly to the school.
- ❑ Inform the vendor that, after the performance, invoices signed by authorized school personnel should be sent to the BOCES AIE office, not to the school/district.
- ❑ Complete the green School District Request for a BOCES Arts-in-Education Contract. Be sure it is signed by the district's AIE Coordinator.
- ❑ Keep the pink copy of the contract request for the school's records, and forward the green and white copies to the AIE office. We will send copies of the actual contract to both school district and the vendor (artist/art organization).
- ❑ Immediately inform the school building administrators, teachers and other any other staff (ex. AV personnel, custodians, et. al.) who will be participating to record the date on their calendars. If your school has a building-wide calendar, ask the Principal to add the program to it so as to avoid conflicts with field trips.

Booking A Program that Requires Advance Payment

This procedure applies to vendors who require advance payment.

- Please allow 4-5 weeks for processing advance payment contracts.
- Meet with your planning committee to decide what sort(s) of program(s) is (are) needed. Education Coordinator to help select a program that connects Arts-In-Education programs to the classroom curriculum.
- Use the AIE resources to select an artist or call for recommendations.
- Follow your district's protocol for arranging on-site programs or arranging transportation for off-site programs.
- Contact the artist/organization. Check to make sure you fully understand what the program is about. Discuss your specific and special requirements with the artist at this time.
- Set the date(s), time(s) and location(s). For booking an off-site event, indicate the number of students attending. If tickets are needed, ask the vendor to hold them at their location or send them directly to the school.
- Ask the vendor for the payment due date and for an invoice. You must allow the AIE staff 4-5 weeks processing time to make certain that we can get your advance payment to the vendor on time.
- Complete the green School District Request for a BOCES Arts-in-Education Contract, signed by the district's Arts-in-Education Coordinator.
- You must include the vendor's invoice with the contract request.
- Keep the pink copy of the contract request for the school's records, and forward the green and white copies plus the signed invoice to the AIE office. We will send copies of the actual contract to the school district and to the vendor. The required advance payment will be sent separately.
- Immediately inform the school building administrators, teachers and other any other staff (ex. AV personnel, custodians, et. al.) who will be participating to record the date on their calendars. If your school has a building-wide calendar, ask the Principal to add the program to it so as to avoid conflicts with field trips.

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A decorative border consisting of a continuous line of musical notes, resembling a treble clef staff, surrounds the entire page content.

The arts are an important aspect of human learning.

Though we all understand that the arts add a measure of entertainment to our lives, the arts and artists presented in the Arts in Education program go far beyond that. They help students integrate what they learn about people, events, and places into their own lives. These arts programs promote personal growth and community understanding.

New York State Learning Standards for the Arts

STANDARD 1: CREATING, PERFORMING, AND PARTICIPATING IN THE ARTS

Students will actively engage in the processes that constitute creation and performances in the arts (dance, music, theatre, and visual arts) and participate in various roles in the arts.

Students will improvise, compose, and perform music, dance, and theatre pieces and will create visual art works. When students express their artistic ideas, they share with others their creations in a specific medium using the techniques of that discipline. Expression, technique, and sharing are the heart of the arts and arts education.

STANDARD 2: KNOWING AND USING ARTS MATERIALS AND RESOURCES

Students will be knowledgeable about and make use of the materials and resources available for participation in the arts in various roles.

To create and perform in the arts, people must convert ideas to sounds, images, or actions in different media. They must, therefore, know about the basic properties of the various mediums (such as pitch and duration in music or line and color in the visual arts), and how they work together in a performance or creation (such as harmonious movement in dance or tone of voice and gesture in theatre).

STANDARD 3: RESPONDING TO AND ANALYZING WORKS OF ART

Students will respond critically to a variety of works in the arts, connecting the individual work to other works and to other aspects of human endeavor and thought.

Expressing and sharing one's understanding and evaluations of artistic creations or performances is an important part of education in the arts. By understanding the connection between our responses to and preferences about art works on the one hand and the conditions that caused them, we gain an understanding of the arts and how to analyze and interpret them. Arts education programs encourage and guide students in this critical process.

STANDARD 4: UNDERSTANDING THE CULTURAL DIMENSIONS AND CONTRIBUTIONS OF THE ARTS

Students will develop an understanding of the personal and cultural forces that shape artistic communication and how the arts in turn shape the diverse cultures of past and present society.

Students should learn to connect the various art objects and performances with the people who created them and with the cultures that shaped the artists and their expressions. An arts education program will engage students in making the connections between the art works and the cultures from which they arise.



Eastern Suffolk
BOCES

EASTERN SUFFOLK BOCES

Educational Services That Transform Lives

215 Old Riverhead Road, Westhampton Beach, NY 11978 • (631) 288-0290 • FAX (631) 288-6847
Arts-in-Education Program Services Coordinated by Eastern Suffolk BOCES

FOR BOCES USE ONLY

Cont. # _____

P.O. # _____

W-9 _____

2003-2004

SCHOOL DISTRICT REQUEST FOR A BOCES ARTS-IN-EDUCATION CONTRACT

SCHOOL DISTRICT: _____ BLDG: _____

SCHOOL CONTACT: _____ TEL: _____

NAME OF ARTIST/ORGANIZATION: _____

NAME OF PROGRAM: _____

PERFORMANCE RESIDENCY WORKSHOP FIELD TRIP

FOR NEW ARTISTS not on file at BOCES

1. Please complete the following
2. Submit with a completed W-9 Form

Contact/Org. name: _____

Address: _____

Tel. #: _____ Fax #: _____

Email: _____

CONTRACTS CANNOT BE PROCESSED WITHOUT W-9

Please check Form:

AUTHOR/ LITERATURE THEATRE

DANCE CIRCUS ARTS

MEDIA ARTS MAGIC

MUSIC MIME

STORYTELLING PUPPETRY

VISUAL ARTS

**THIS FORM MUST BE SUBMITTED ONE MONTH IN ADVANCE OF PERFORMANCE DATE.
CONTRACT WILL NOT BE ISSUED WITHOUT SCHOOL DISTRICT COORDINATOR'S SIGNATURE.**

DATE(S): _____

TIME(S): _____

OF PERFORMANCES: _____ AND/OR WORKSHOPS: _____

GRADE LEVEL(S): _____

SCHOOL BUILDING(S): _____

OUT OF DISTRICT? NO YES IF YES, WHAT LOCATION? _____

ARTIST/ORGANIZATION FEE: _____

(Please do not include coordination fee.)



SCHOOL DISTRICT COORDINATOR APPROVAL _____

NCR-1252R-9/03

ARTS-IN-EDUCATION SERVICES

PROGRAM COORDINATOR
Carol Brown cbrown@esboces.org

Coordinated by Eastern Suffolk BOCES
(631) 288-0290 Fax (631) 288-6847

215 Old Riverhead Road
Westhampton Beach, NY 11978

EVALUATION FORM
Arts-In-Education Program

Evaluator Name: _____ Position: _____ Contract #: _____

| | |
|---|---------------|
| Artist/Organization: | Program Date: |
| Name of Program: | |
| District: | Building: |
| # of People Attended | Grade Level: |
| Type of Program: _____ Performance _____ Workshop _____ Residency | Art Form: |

Please rate the program: 1=Poor, 2=Fair, 3=Good, 4=Very Good, 5=Excellent, N/A

- 1. Student Response** 1 2 3 4 5 NA

Students engaged and attentive; response genuine and enthusiastic; minimal restlessness; students eager to participate; students appeared to understand the presentation.
- 2. Artistic Quality** 1 2 3 4 5 NA

Presenter skilled and dedicated to the art; program appropriate for students' age and curriculum; art form presented in enjoyable, artistic manner.
- 3. Educational Quality** 1 2 3 4 5 NA

Content was related to curriculum in unique, creative or innovative manner; there was a context for students' classroom experience; students able to understand aspects of the creative process.
- 4. Presenter Interaction w/ Students** 1 2 3 4 5 NA

Students encouraged to participate in the program in a meaningful way; presenter reacted to students' question and answer appropriately, used higher order thinking and age appropriate vocabulary.

OVER →

5. Technical Quality of Program 1 2 3 4 5 NA

Presenter easily seen and heard; effective use of lighting, props and sound effects; costumes were appropriate and well done; creative presentation elements were included; program was well paced and began and ended on time.

6. Study Guides/Support Materials 1 2 3 4 5 NA

Teacher prep materials were provided; they were well designed and clear; materials arrived at least two weeks before the program; materials included prep and follow-up information, vocabulary, activities, suggestions that were helpful to prepare students for the program; resources and websites were included.

7. Would you recommend this program to other school districts?

Yes No Maybe

8. Please explain:

9. Suggestions to presenter for improvement:

10. Other Comments:

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